SAINT LEO UNIVERSITY

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Catalog 2002 - 2003



Saint Leo University

A Catholic University in the Benedictine Tradition

Announcements contained in this publication are subject to change without notice and may not be regarded in the nature of binding obligations to the University. The University reserves the right to change any provisions or requirements.

When students matriculate with Saint Leo University, they come under the academic requirements of the edition of the University catalog at that time. Students may graduate under these academic requirements within a period of five years even though subsequent catalogs may change. Academic requirements include curriculum matters. Grading practices, tuition, fees and other matters are subject to change at the discretion of the University and are not considered to be "academic requirements."

Should new changes be to their advantage, students may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions.

Saint Leo University is committed to policies that assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin or disability. Saint Leo University complies with the Family Rights and Privacy Act of 1974 (as amended).

The University is an Affirmative Action Equal Opportunity employer.

University College

Academic Calendar 2002-2003

Fall 2002 Semester

August

F 16	New Faculty Orientation
M 19	Fall Opening Faculty Meeting
T 20	Fall Senate Meeting (a.m.)
T 20	Fall Community Day (p.m.)
W 21	International Students Arrive
TH 22	New Students Arrive for Freshman Transition Program
TH 22	Transfer Students Arrive for Orientation
SU 25	Returning Students Arrive
SU 25	Advising and Registration for Returning Students
M 26	Classes Begin – Mandatory Attendance
TH 29	Mass of the Holy Spirit 11:00 a.m. at the Marion Bowman Activities Center
F 30	Last Day to Add/Drop Courses without a fee

September

M 2	Labor Day – Classes Held
F 6	Last Day to Withdraw from University with a 90% tuition credit
F 20	Last Day to Withdraw from University with a 75% tuition credit

October

F 11	Last Day to Withdraw from University with a 50% tuition credit
M 14	Fall Break
M 21	Mid-term Grades due at noon
TH 24	Mid-term Grades Issued

November

F 1	Last Day to Withdraw from Courses without failure (fee)
M 11	Advance Registration for Spring 2003
F 15	Graduation applications due for May 2003 Commencement
M-F 25-29	Thanksgiving Break

December

F 13	Last Day of Classes
F 13	Last Day to Withdraw from University without failure
F 13	Last Day to Remove Incompletes from Spring/Summer 2002
SA-SU 14-15	Reading Day
M-TH 16-19	Final Exams
F 20 at 11 a.m.	Residence Halls Close
F 20	Grades Due
M 23	Grades Mailed

Spring 2003 Semester

January

TH 9	Senate Meeting (a.m.)
TH 9	Community Day (p.m.)
SA 11	New Students Arrive for Orientation
SU 12	Returning Students Arrive
SU 12	Advising and Registration
M 13	Classes Begin – Mandatory Attendance
F 17	Last Day to Add/Drop Courses without a Fee
F 24	Last Day to Withdraw from University with a 90% tuition credit
F 31	Last Day to Withdraw from University with a 75% tuition credit

February

F 21	Last Day to Withdraw from University with a 50% tuition credit
F 28	Mid-term Grades Due

March

F 7	Mid-term Grades Issued
M-F 10-14	Spring Break
W 19	Last Day to withdraw from Courses without failure (Fee)
M 31	Advance Registration for Summer and Fall 2003

April

F 18	Good Friday, No Classes, Administrative Offices Closed
M 21	Easter Monday, No Classes, Administrative Offices Open
W 30	Last Day of Classes
W 30	Last Day to Withdraw from University without failure
W 30	Last Day to Remove Incompletes from Fall 2002

May

TH 1	Reading Day
F-SA 2-3	Final Exams
M-T 5-6	Final Exams
W 7 at 11 a.m.	Residence Halls Close for Non-Graduates
W-F 7-9	Senior Days
F 9	Grades Due
SA 10	Baccalaureate Mass
SA 10	Commencement
SA 10 at 6 p.m.	Residence Halls Close for Graduates

Summer 2003 Semester

May

M 12	Classes Begin
W 14	Grades Issued for Spring term
TH 15	Last Day to Add/Drop without fee
M 26	Memorial Day – No Classes, Administrative Offices Closed
TH 29	Last Day to Withdraw from Courses without failure (Fee)

June

W 11	Last Day of Classes
TH 12	Final Exams
F 13 at 11 a.m.	Residence Halls Close
M 16	Grades Due
TH 19	Grades Issued

University College

Academic Calendar 2003-2004

Fall 2003 Semester

August

F 15	University New Faculty and Staff Orientation
M 18	Fall Opening Faculty Meeting
T 19	Fall Senate Meeting (a.m.)
T 19	Fall Community Day (p.m.)
W 20	Faculty Development Day
W 27	International Students Arrive
TH 28	New Students Arrive for Freshman Transition Program
TH 28	Transfer Students Arrive for Orientation
SU 31	Returning Students Arrive
SU 31	Advising and Registration for Returning Students

September

M 1	Labor Day; Classes Begin – Mandatory Attendance
TH 4	Mass of the Holy Spirit 11:00 a.m. at the Marion Bowman Activities Center
F 5	Last Day to Add/Drop Courses without a Fee
F 12	Last Day to withdraw from University with a 90% tuition credit
F 26	Last Day to withdraw from University with a 75% tuition credit

October

F 17	Last Day to Withdraw from University with a 50% tuition credit
M 20	Fall Break
F 31	Last Day to Withdraw from Courses without failure (Fee)

November

M 10	Advance Registration for Spring 2004
F 14	Graduation applications due for May 2004 Commencement
M-F 24-28	Thanksgiving Break

December

F 12	Last Day of Classes
F 12	Last Day to Withdraw from University without failure
F 12	Last Day to Remove Incompletes from Spring/Summer 2003
SA-SU 13-14	Reading Day
M-TH 15-18	Final Exams
F 19 at 11 a.m.	Residence Halls Close

Spring 2004 Semester

January

TH 8	Senate Meeting (a.m.)
TH 8	Community Day (p.m.)
SA 10	New Students Arrive for Orientation
SU 11	Returning Students Arrive
SU 11	Advising and Registration
M 12	Classes Begin – Mandatory Attendance
F 16	Last Day to Add/Drop Courses without a Fee
F 23	Last Day to Withdraw from University with a 90% tuition credit

February

F 6	Last Day to Withdraw from University with a 75% tuition credit
F 27	Last Day to Withdraw from University with a 50% tuition credit

March

M-F 8-12	Spring Break
W 17	Last Day to withdraw from Courses without failure (Fee)
M 29	Advance Registration for Summer and Fall 2004

April

F 9	Good Friday, No Classes, University Offices Closed
M 12	Easter Monday, No Classes, University Offices Open
T 27	Last Day of Classes
T 27	Last Day to Withdraw from University without failure
T 27	Last Day to Remove Incompletes from Fall 2003
W 28	Reading Day
Th-F 29-30	Final Exams

May

M-T 3-4	Final Exams
W 5 at 11 a.m.	Residence Halls Close for Non-Graduates
W-F 5-7	Senior Days
SA 8	Baccalaureate Mass
SA 8	Commencement
SA 8 at 6 p.m.	Residence Halls Close for Graduates

Summer 2004 Semester

May

M 10	Classes Begin
W 12	Grades Issued for Spring term
TH 13	Last Day to Add/Drop without fee
M 24	Memorial Day Holiday – No Classes, University Offices Closed
TH 27	Last Day to Withdraw from Courses without failure (Fee)

June

W 9	Last Day of Classes
TH 10	Final Exams
F 11 at 11 a.m.	Residence Halls Close

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President's Message



We are delighted you are pursuing a Saint Leo University degree. Your decision to improve your life, your base of knowledge, your values and your skills is one of the most significant decisions in your life. Our catalog details the curriculum and academic policies and procedures developed over many years to assure our programs meet the standards of quality, integrity, fairness and completeness that assures you a university degree that meets the highest standards of academic excellence.

However, Saint Leo University is not just about policies and procedures. While these are necessary, our University is, most of all, about people with a mission to educate and prepare other people to make a good living and a better life for themselves and their communities. Benedictine monks and nuns founded Saint Leo University. We emphasize today the core Benedictine values of community, respect for all and stewardship, along with the values of excellence, personal development and integrity. We work hard in all of our many locations to fulfill our mission and establish environments that manifest these values.

Saint Leo University is a larger and more complicated University than people generally realize. Our enrollment ranks us among the 20 largest Catholic institutions in the United States. We also are the sixth largest provider of military higher education in the nation. We serve more than 10,000 students at locations in Virginia, South Carolina, Georgia, Texas and Florida, and around the world through our online degree programs. We do so with the same commitment to our Catholicism, to the liberal arts and sciences as the basis of all learning, to student learning and development, and to our values. Saint Leo University puts students first in all of its considerations and promises a commitment to quality in all of its programs. Our aim is to make you a more compassionate, concerned, committed, competent and confident human being.

Our catalog also details many of the opportunities available to students within and outside the classroom. Please review them carefully with your faculty or academic advisor who is a critical component in our student-first practices.

Welcome to Saint Leo University – we are glad you are here.

Arthur F. Kirk Jr.
President, Saint Leo University

Mission Statement

Saint Leo University is a Catholic, liberal arts-based university serving people of all faiths. Rooted in the 1,500-year-old Benedictine tradition, the University seeks balanced growth in mind, body and spirit for all members of its community. On its home campus and many regional continuing education centers, Saint Leo University offers a practical, effective model for life and leadership in a challenging world, a model based on a steadfast moral consciousness that recognizes the dignity, value and gifts of all people.

To accomplish its mission, the University community creates a student-centered environment in which love of learning is of prime importance. Members of the community are expected to examine and express their own values, listen respectfully to and respond to the opinions of others, serve the community in which they live, welcome others into their lives and care for all of God's creations.

Values Statements

Excellence — Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision and goals.

Community — Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us to listen, to learn, to change and to serve.

Respect — Animated in the spirit of Jesus Christ, we value all individuals' unique talents, respect their dignity and strive to foster their commitment to excellence in our work. Our community's strength depends on the unity and diversity of our people, on the free exchange of ideas and on learning, living and working harmoniously.

Personal Development — Saint Leo University stresses the development of every person's mind, spirit and body for a balanced life. All members of the Saint Leo University community must demonstrate their commitment to personal development to help strengthen the character of our community.

Responsible Stewardship — Our creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources to university and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University's mission and goals.

Integrity — The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff and students pledge to be honest, just and consistent in word and deed.

History of the University

Saint Leo University is a Catholic, coeducational liberal arts university offering the associate's, bachelor's and master's degrees.

The College was chartered on June 4, 1889, when the Florida legislature authorized the Order of Saint Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this state." Saint Leo College was the first Catholic college in Florida and opened with the dedication of its main building on September 14, 1890.

Established initially by monks from Saint Vincent Archabbey in Latrobe, Penn., the Benedictine mission in what was formerly called the "Catholic Colony of San Antonio, Fla." was transferred to the jurisdiction of Mary Help of Christians Abbey (now called Belmont) in North Carolina in 1888. Saint

Leo College and Abbey are named for its first abbot, Leo Haid, the principal founder and first president of the College.

There were 32 students in the pioneer year 1890-1891. The basic curriculum was a mix of liberal arts and commercial courses leading to the degree of master of accounts. Periodically, the College went through a military phase, with uniforms and required drilling, to instill discipline and order. The first Master of Accounts degrees were conferred on the pioneer graduating class of five students on June 20, 1893.

In 1920, the College was phased out as the faculty decided to focus on becoming what one longtime Benedictine called "a serious English-style prep school." It was accredited by the Southern Educational Association in 1921. After a variety of name changes (including Saint Leo Academy and Benedictine High School), the institution settled on Saint Leo College Preparatory School in 1929, and continued as such until 1964.

Reaching for a larger mission, Saint Leo opened as a college again in 1959. Its efforts were assisted by the neighboring community of Benedictine sisters at Holy Name Priory. Operating first on the associate's level, the College moved quickly to a four-year program and began to again confer bachelor's degrees on April 23, 1967. It was accredited by the Southern Association of Colleges and Schools on November 29, 1967, retroactive to include the charter bachelor of arts class. In 1969, the College was reorganized when the Order of Saint Benedict of Florida transferred title and control to an independent board of trustees.

In a noteworthy broadening of its purpose, which echoed its military roots, Saint Leo responded in 1974 to requests from the armed services to offer degree programs on military bases. It is now the sixth largest provider of higher education to military personnel in the United States. In 1994, the College further expanded its service to working adults as it responded to the needs of Florida residents by taking its degree programs to the campuses of community colleges. More recently, in 1998, Saint Leo began offering degree programs over the Internet.

In December 1994, the College was accredited by the Southern Association of Colleges and Universities to offer the master's degree, retroactive to January 1, 1994. In August 1999, Saint Leo College changed its name to Saint Leo University. The eleventh change in the institution's name recognizes the broad reach of Saint Leo today.

Accreditation and Affiliation Statement

Saint Leo University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award the associate's, bachelor's and master's degrees. Saint Leo University's School of Business received initial accreditation by the International Assembly for Collegiate Business Education (IACBE) in September 1999. Saint Leo University's program in social work is accredited by the Commission on Accreditation of the Council on Social Work Education (BSW Level). Saint Leo's sports management program is accredited by the Sport Management Program Review Council which is the nationally recognized accrediting body of academic sport management programs. Saint Leo University has Teacher Education Programs approval by the State of Florida Department of Education. Saint Leo University holds membership in the American Council on Education (ACE), Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida (ICUF), the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, the National University Continuing Education Association (NUCEA), the National Association of

Institutions for Military Education Services (NAIMES), Servicemembers Opportunity Colleges, National Catholic Education Association and the Association of Catholic Colleges and Universities.

Academic Organization and Locations

The Saint Leo University academic programs are organized under the vice president for Academic Affairs. Four deans for the School of Arts and Sciences, School of Business, School of Education and Social Services and School of Continuing Education along with the Director of Graduate Programs, director of Center for Online Learning, the Library, Academic Support Services, Registrar, and the Center for Online Learning all report to the vice president of Academic Affairs and work to together to coordinate academic program offerings regardless of location.

Programs are offered to adult students through the School of Continuing Education at the following regional continuing education centers:

Florida Region

Gainesville Center
- Lake City Office

Key West Center

MacDill Center
- Saint Petersburg Office

Ocala Center
- Lake Sumter Office

Palatka Center
- Daytona Beach Office
- Mayport Office
- Orange Park Office
- Saint Augustine Office

Weekend and Evening Programs
- University Campus

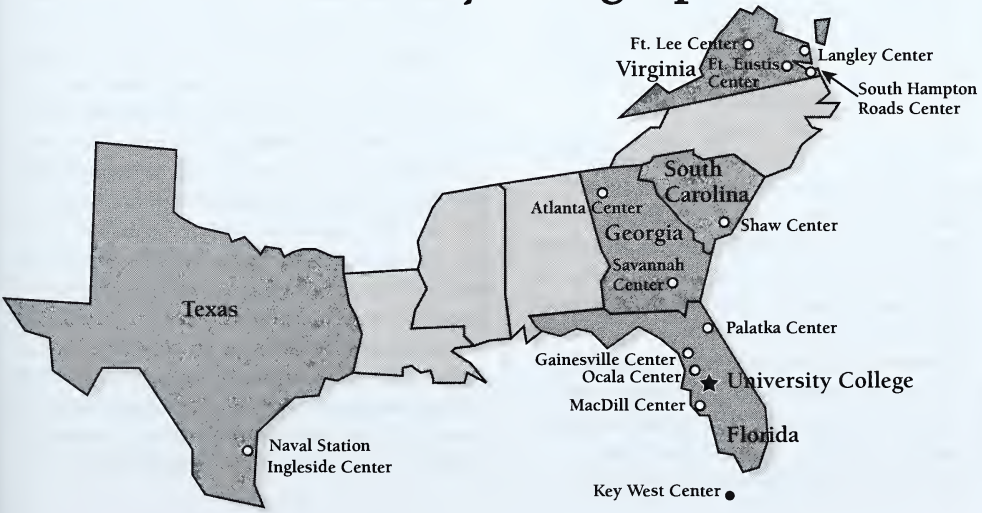
Central Region

Atlanta Center, Georgia
Naval Station Ingleside Center, Texas
Savannah Center, Georgia
Shaw Center, South Carolina

Virginia Region

Fort Eustis Center
Fort Lee Center
Langley Center
South Hampton Roads Center
- Naval Station Norfolk Office
- Naval Air Station Oceana Office
- Naval Amphibious Base Office

Saint Leo University Geographical Reach



With the exception of the Center for Online Learning, which provides adults an opportunity to earn an associate's and bachelor's degree completely online, these Regional Centers offer the associate's and bachelor's degree through both live instruction and Internet-based learning opportunities at times and locations convenient to adults. In addition to classes at each site, these programs also offer instruction in some workplace locations. See Section VII for a directory of address, telephone and e-mail information.

Academic Programs Regulations

Academic Programs

Saint Leo offers liberal arts based undergraduate programs of study. The Saint Leo University liberal arts curriculum acquaints students with the primary areas of human knowledge – the humanities, natural sciences and social sciences – and with religious and philosophical foundations of civilization and allows them to pursue a major in a discipline of their interest and talent. Through an integrated program of study, faculty members encourage students to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts curriculum offers students the opportunity to gain greater knowledge of themselves, to develop a concern for others and ultimately to acquire insight into their responsibilities in the world.

Through the liberal arts, students learn to think critically, write effectively and solve problems individually and in groups. By integrating new technologies in courses in all disciplines, students learn to use those technologies to expand their knowledge and their academic performance.

There are three core features to the Saint Leo University curriculum: general education, the major and electives. With guidance from an academic advisor, each student takes courses within each facet of the program.

General Education

For both associate's and bachelor's degree students, general education forms the foundation to a Saint Leo University education. Following the lead and recommendations of the American Council of Learned Societies, the American Association of Colleges and Universities and the National Research Council Committee on Undergraduate Science Education, the Saint Leo faculty and academic administration developed in the spring of 1999, a new integrated, interdisciplinary general education program.

In this program, the general education curriculum becomes not simply the totality of courses offered but rather an organization of the types and possible sequences of students' experiences leading to a rich and meaningful baccalaureate degree. The combination of structure and depth assures that Saint Leo University undergraduates will likely share a number of educational experiences. The general education core provides a template for how faculty in Arts and Sciences can better prepare Saint Leo University undergraduates for the new century. It provides definition for the types of issues which we hope students and faculty will engage in and for the type of educational leadership Saint Leo will provide. It also provides a basis for ongoing development of courses and curricula adapted to the preparation of students for a challenging and rapidly changing environment.

The general education curriculum challenges not only students but also faculty and departments. It prompts us to think further about how we teach our areas of expertise and makes it our collective responsibility to convey what excites us in our discipline. Furthermore, faculty must be able to pass on that excitement not only to those to whom subject matter comes easily or who have powerful pre-professional reasons for working hard, but also to those who are wary of our disciplines and the knowledge they embody. Finally, our general education core explores our values in integrated ways that

help students understand the place of values in a learning community.

The Saint Leo University general education core includes:

- FOUNDATION COURSES in writing, computer literacy, mathematics and wellness;
- PERSPECTIVES COURSES that provide students with an introduction to a liberal arts education and learning in the arts, humanities, social and behavioral sciences;
- A SENIOR CAPSTONE COURSE that ties learning in the major together with general education.

Majors

A major is a group of courses clustered in an area of intellectual inquiry. Students in a major study a particular field of knowledge in-depth so that they can read and interpret the literature of that field and perform the work of that field in an effective manner.

Some students enter the University with a clear idea of what they want to study. Most students are undecided about which major they should choose. National studies show that even those who enter college with majors already chosen often change their minds. To help students select a major that meets their interests and their talents, each student works closely with their academic advisor. With their advisor, students select their major before they register for courses for their junior year.

Many students will begin their major as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo University, students should decide on a major early. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a major usually begins in the first semester of the junior year. To declare or change to another major, students should consult with the department chair of the desired major. For the bachelor's degree, students may earn up to two majors or a major and a minor. After conferral of a Saint Leo University bachelor's degree, a student may take courses at Saint Leo University to earn a second degree, major, specialization or a minor. Additional transfer credit will not be accepted after the initial conferral of the bachelor's degree; all unfulfilled requirements must be completed with Saint Leo University.

Students who plan to teach at the secondary level must complete the professional courses in education in addition to all courses required in their major.

Minors

Minors are a series of linked courses and learning opportunities that allow students to explore an area of intellectual interest. Programs of study leading to a minor are offered in some areas. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. Students wishing to minor in a field may use no more than two courses they have taken in their major to apply toward the requirements for their minor. A minor is not required for graduation.

Specializations

To ensure a complete education, some majors provide students with the opportunity to study specific areas in-depth. The University offers specializations in a variety of areas. These specializations integrate the general education core of the University with a core of courses in a discipline and the specialized courses that prepare the student in a particular area of interest.

Electives

Students must complete enough elective hours to fulfill the minimum 122 academic credits required for graduation.

In consultation with the academic advisors, students may choose electives from the courses listed in this catalog under "Courses of Instruction," provided the prerequisites for the courses have been met.

Majors/Minors/Programs/ Specializations

School of Arts and Sciences

Associate of Arts in Liberal Arts
Bachelor of Arts
Majors:
- English with Concentrations in:
  - Advanced Literary Study
  - Theatre
  - Creative Writing
- History
- International Studies
- Political Science
- Psychology
- Religion
- Sociology

Bachelor of Science
Majors:
- Biology
- Environmental Science
- Medical Technology

Minors and Programs:
- Art
- Biology
- Chemistry
- Economics
- English
- History
- Honors Program
- Liberal Arts in Management Program
- Math
- Music
- Philosophy
- Political Science
- Pre-professional Studies Program
  - Medicine
  - Dentistry
  - Veterinary
  - Law
- Psychology
- Religion
- Sociology
- Theatre

School of Business

Associate of Arts in Business Administration
Bachelor of Arts
Majors:
- Accounting
- Business Administration with Specializations in:
  - Accounting
  - Golf Course Management
  - Health Services Management
  - Hospitality and Tourism Management
  - International Business
  - Management
  - Marketing
  - Technology Management
- Human Resources Administration
- Sport Management

Bachelor of Science
Majors:
- Computer Information Systems
- Health Care Administration

Minors and Programs:
- Accounting
- Human Resource Administration
- Management
- Marketing
- Computer Information Systems

School of Education and Social Services

Bachelor of Arts
Majors:
- Criminal Justice
- Elementary Education (K-6)
- Human Services Major with Specializations in:
  - Human Behavior
  - Social Services

Minors and Programs:
Criminal Justice
Education
Florida Coaching Endorsement

Bachelor of Social Work
Major:
Social Work

Graduate Programs

Master of Education
Educational Leadership
Instructional Leadership
Program:
Modified Educational Leadership Program

Master of Business Administration (MBA)
Two-Year Weekend MBA Program
Accelerated One-Year MBA Program
Five Year BA/MBA Program
Online MBA

Degree Requirements

Students come under the academic requirements of the catalog in effect at the time of matriculation. These requirements must be completed within seven years from the date of being admitted as a degree-seeking student. Requests to extend this seven-year time period must be submitted to the School Dean or Center Director for consideration on a case-by-case basis.

Associate of Arts Degree in Business Administration:

To earn the associate of arts degree in business administration, students must meet the following requirements.

1. Completion of all academic credits required.
2. Complete the two-credit course, PED 102 Concepts of Wellness.
3. Complete the required Associate of Arts in Business Administration General Education program. See School of Business in Section V.
4. Complete all the requirements of the business administration major for the associate degree. See School of Business in Section V.
5. Attain a minimum cumulative grade point average of 2.00.
6. Attain a minimum cumulative grade point average of 2.00 in major courses.
7. Complete such comprehensive examinations as may be required by the University.
8. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
9. Fulfill the academic residence requirements of a minimum of 15 semester hours to be taken at Saint Leo University.
10. Satisfy all financial obligations.
11. All transfer credits must be received and posted.
12. Apply for degree.

Associate of Arts Degree in Liberal Arts:

The Saint Leo University Associate of Arts degree in the Liberal Arts has the following objectives:

- to provide learners with a broad introduction to the liberal arts with a selection of courses from the natural sciences, the humanities, the social sciences, the arts, religion and philosophy;
- to enable learners to understand and relate intellectually and emotionally to the world around them;
- to prepare learners to select appropriate courses for further self-improvement and growth;
- to introduce learners who are unsure of a major to a broad array of disciplines;
- to allow learners to supplement this initial broad background in the liberal arts with a brief exploration of a concentration of further and limited intellectual interest;
- to provide learners with the basic, foundational, intellectual tools needed to complete a bachelor's degree sometime in the future.

Individuals enrolled in this degree program have their knowledge-base and skills-level assessed with the ETS-Academic Profile prior to the award of the associate of arts degree.

To earn the associate's degree in liberal arts, students must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete the two credit course, PED 102 Concepts of Wellness (unless waived).
3. Complete the required associate of arts General Education program. See School of Arts and Sciences in Section V.
4. Attain a minimum cumulative grade point average of 2.00.
5. Complete such comprehensive examinations as may be required by the University.
6. Completion of UNV 296.
7. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
8. Fulfill the academic residence requirement of a minimum of 15 semester hours to be taken with Saint Leo University.
9. Satisfy all financial obligations.
10. All transfer credit must be received and posted.
11. Apply for degree.

Bachelor of Arts, Bachelor of Science and Bachelor of Social Work Degrees:

To earn the bachelor's degree, students must meet the following requirements:

1. Complete a minimum of 120 academic credits.
2. Complete the two-credit course, PED 102 Concepts of Wellness (unless waived).
3. Complete the required General Education curriculum.
4. Complete a minimum of 39 hours of coursework at the 300-400 level.
5. Attain a minimum cumulative grade point average of 2.00.
6. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
7. Complete all the requirements of the student's academic school and major.
8. Attain a minimum cumulative grade point average of 2.00 in the major.
9. Complete such comprehensive examinations as may be required by the University.
10. Fulfill the academic residence requirement of a minimum of 30 semester hours to be taken at Saint Leo University.
11. Fulfill the academic residence requirement of a minimum of 15 semester hours in the major to be taken at Saint Leo University.
12. Satisfy all financial obligations.
13. All transfer credit must be received and posted.
14. Apply for degree.

Master Degree in Business Administration:

To earn the master's degree in business administration, students must meet the requirements set forth in the Graduate Programs section of this catalog.

Master Degree in Education:

To earn the master's degree in education, students must meet the requirements set forth in the Graduate Programs section of this catalog.

Academic Honor Code

As members of an academic community that places a high value on truth and the pursuit of knowledge, Saint Leo University students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Unless otherwise specified by the professor, students must complete homework assignments by themselves (or if on a team assignment, with only their team members). If they receive outside assistance of any kind, they are expected to cite the source and indicate the extent of the assistance. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The University will hold students responsible for safeguarding their work against plagiarism by others. For example, papers left on hard drives or floppy disks are easily copied, and when two or more students submit papers that are essentially the same, it is often impossible to determine which version was written first and which was plagiarized. In cases of this nature, the actions of both students will be reviewed by the appropriate body and appropriate sanctions may be awarded to one or all students.

Questions of academic honesty are of great importance to Saint Leo University. Infractions are addressed by the Office of Academic Affairs. When there is a reason to suspect that a student has violated either the University's policy on academic honesty or the faculty member's specific codes as outlined in the course syllabus, the faculty member must, in person and if possible, in private, discuss the charges and the evidence with the student. Without taking any punitive action, the faculty member will as soon as possible submit a written report of the suspected violation as follows:

1. For students enrolled in University College, the report goes to the Academic Standards Committee.
2. For students enrolled in the Graduate Programs, the report is sent to the Vice President for Academic Affairs who in turn forwards it to the Graduate Committee.
3. For students enrolled in the School of Continuing Education, the report goes to the Center Director.
4. For students enrolled in the Center for Online Learning, the report goes to the Center Director.

The report of the faculty member will normally include these points:

1. The faculty member's charge against the student.
2. The evidence supporting the faculty member's charge.
3. A summary of the discussion between the student and the faculty member, including any admission or denial of guilt by the student.

Upon receipt of the faculty member's report, the Academic Standards Committee, the Graduate Committee or an ad hoc committee appointed by the Center Director for the School of Continuing Education, will schedule a hearing and inform the student, in writing, of the date and time of the hearing. The Committee also will enclose copies of the faculty member's report.

A student is not permitted to withdraw from a course while the infraction is under investigation. The student is required to attend the hearing.

If the student does not attend the hearing, the Committee will render a default judgment with appropriate sanctions.

After reviewing the evidence and hearing the argument of both parties, the Committee will render a decision on the charge and determine any sanctions that are appropriate.

The sanctions for academic dishonesty such as cheating on an examination, plagiarism, forgery of academic documents (including signing another's name), copying of computer programs or information and similar offenses, are as follows:

1. The minimum sanction for the first offense is an "F" for the test or assignment but the usual sanction is an "F" in the course in which the violation took place. No provision will be made for the student to receive a "W."
2. The minimum sanction for the second offense is an F in the course, but the usual sanction is suspension of the student from Saint Leo University.

Circumstances that would justify sanctions greater than the minimum include the student's previous academic and disciplinary record at the University or the particularly flagrant nature of the offense.

The University College or graduate student may appeal the decisions of the Committee to the Vice President for Academic Affairs who may accept or modify any finding, conclusion, or suggested sanction in the Committee's recommendation and issue the final decision of the University as soon as practical. The final authority rests with the Vice President for Academic Affairs.

The School of Continuing Education student may appeal the decisions of the ad hoc committee to the Dean of Continuing Education. The Dean of Continuing Education may accept or modify any finding, conclusion or suggested sanction in the recommended decision and issue the final decision of the University as soon as practical. The final authority rests with the Dean of Continuing Education.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the faculty member.

Appellate Process

One of the five key elements of Saint Leo University's mission statement is a commitment to practice a student-centered philosophy of service. The University's objective is to courteously and consistently respond to students' questions and appeals in a timely manner.

Generally, the most effective resolution of a student's question will come from the University administrator or staff member most directly involved in the area of the student's concern. Thus, the first step in answering the student's question is to contact the appropriate office and individual. A departmental listing of individuals to contact regarding specific concerns may be obtained in the School offices, Regional Continuing Education Center offices, the Office of Student Affairs, or the Office of Finance and Accounting. Students attending Regional Continuing Education Centers make their initial contact with their Academic Advisor or the Center Director who will provide any needed coordination with University Campus offices.

The University's first objective is to accommodate a student's request if so doing does not violate University policy or undermine academic or disciplinary standards. If this is not possible, the next objective is to provide the student enough information so that the student understands the reason for the decision. If the student wishes to appeal the decision, the student must do so **in writing** to the next level of appeal as shown on the departmental listing.

Appeals which are not resolved or explained to the student's satisfaction after the initial appeal(s) must be appealed **in writing** to the Vice President identified in each area within 15 days of the last contact with a University employee. The Vice President will review the student's appeal and render a final decision in writing within ten days.

Class Attendance

An educational program centered on classroom instruction is predicated on the concept of regular class attendance. In support of this concept:

1. Faculty members must include a course attendance policy in their syllabi.
2. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas and spring breaks. **Judgments regarding what constitutes reasonable cause are the prerogative of the individual faculty member.**

3. Minor children of faculty or students are not permitted in the classroom during regularly scheduled class meetings.
4. Should a student be required to miss a class for reasons beyond his or her control, it is the student's responsibility to notify the faculty member promptly. Faculty are required to keep attendance records for compliance with various federal regulations. Student absences may have a deleterious effect on the student's grades or continuing eligibility for financial assistance. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance may incur academic penalties as applied by the faculty member.
5. In the case of absences caused by University sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the faculty member deems necessary. **Students are expected to make necessary arrangements before the planned absence from class and are responsible for all material covered during their absence.**

Classification of Undergraduate Students

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

Freshman – a student with fewer than 30 earned credits.

Sophomore – a student with at least 30 and fewer than 60 earned credits.

Junior – a student with at least 60 and fewer than 90 earned credits.

Senior – a student with at least 90 earned credits.

Special – a non-degree-seeking student.

Grading for Associate and Bachelor Degree Courses

		Quality Points Per Credit Hour
A	Exceptional	4.00
A-	Superior	3.67
B+	Excellent	3.33
B	Very Good	3.00
B-	Good	2.67
C+	Above Average	2.33
C	Average	2.00
C-	Below Average	1.67
D+	Marginal	1.33
D	Poor	1.00
F	Failure	0.00
FA	Failure Absences	0.00
I	Incomplete	0.00
P	Pass	0.00
W	Withdrawn	0.00
AU	Audit	0.00

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

Course	Hours Attempted	Grade	Quality Points		Total Quality Points
FAS 121	3	A	(4.00)	12.00	(3x4)
SPA 111	3	B-	(2.67)	8.01	(3x2.67)
CHE 121	3	D	(1.00)	3.00	(3x1)
HTY 121	3	F	(0.00)	0.00	(3x0)
ENG 121	3	C+	(2.33)	6.99	(3x2.33)
	15			30.00	

Grade Point Average: 30.00 / 15 = 2.0 GPA

Note: Quality points are awarded only for courses taken in residence.

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grade are permitted only when a computational error has been made. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

Grade Appeal Procedures

The following procedures shall be adhered to reference grade appeals:

1. When a student elects to appeal a course grade that he or she believes to be improper, the student shall notify the course instructor within thirty (30) days from the date that the grade is recorded by the Registrar's office. If the issue is not resolved between the student and the instructor, the student may appeal to the next step.
2. The appeal must be submitted in writing to the instructor's dean if a University Campus student or to the Center director if an off-campus or online student. The written appeal shall include all originals or copies of the work upon which the grade was based, a syllabus for the course and a listing of all materials that were to have been graded for the course. The written appeal must also include the course grade the student believes he or she earned and the basis for such belief.
3. Upon receipt of the written appeal and corresponding materials upon which the grade was based, the following action will be taken:
   a. reference appeals filed by University Campus students, the instructor's dean will assign a full-time faculty member in the appropriate discipline to conduct an assessment of the appeal.
   b. reference appeals filed by off-campus and online students, the student's Center director will assign a full-time faculty member in the appropriate discipline to conduct an assessment of the appeal. If a full-time faculty member is not available at the Center where the student is enrolled, the appeal packet will be forwarded to the University Campus dean who is responsible for the course discipline. The dean will handle the appeal as noted in subsection a above.
4. The assigned full-time faculty member will conduct a thorough assessment of the appeal, including communication with the student if deemed necessary. The list of all materials that were to have been graded for the course must be submitted to the original faculty member for review. If the reviewing faculty member determines there is clear and convincing evidence to support a grade change, the recommendation will be forwarded to the vice president of Academic Affairs. Although the student filed the appeal for the purpose of being awarded a higher grade, the reviewing faculty member could determine that the instructor's original grade was in fact liberal and therefore, the recommendation would be to lower the grade. Should the reviewing faculty member find no clear and convincing evidence to support a grade change, he or she will forward the finding to the dean who will in turn notify the student in writing with copies to the vice president of Academic Affairs and the dean or Center director who initiated the faculty review.
5. Upon receipt of a recommendation for a grade change from a reviewing faculty member, the vice president of Academic Affairs will evaluate the recommendation and make a final determination concerning the student's grade. The student and the instructor will be notified in writing. Once a final decision has been made at this level, the student shall not have any further appeals. Any change of grade will be initiated by the vice president of Academic Affairs through the Registrar's office.

All written grade appeals will be completed within sixty days from the date of receipt unless the vice president of Academic Affairs grants an extension.

6. In those cases where the reviewing faculty finds no evidence to justify a change in grade, the student may appeal to the vice president of Academic Affairs. Upon reviewing the appeal and faculty review, the vice president of Academic Affairs will make a final, non-appealable decision. The student and instructor will be notified of the decision in writing.

Incomplete Work

When a student is doing satisfactory work and has completed a majority of the work but has been unable to complete the required work and the reasons given are acceptable to the faculty member a grade of incomplete (I) is given.

When a grade of Incomplete (I) is assigned, there will be no penalty for lateness. Incomplete work is counted as a failure (F) if the work is not made up by the deadline the instructor has assigned, but in no event later than the end of the following semester.

An incomplete grade (I) once completed will reflect the same term date the course was originally taken; however, degree conferral date will be determined by the actual date the incomplete coursework was completed.

Repeated Courses

Students are encouraged to repeat all failed courses in order to raise their cumulative grade point average. Students are permitted to repeat any other course that they wish in order to earn a higher grade than originally earned. Veterans receiving VA educational training benefits can only repeat a grade of "F" in a course that is required to fulfill degree requirements. Prior VA approval is not required. No other grades may be repeated without prior VA approval.

The following policies apply to repeated courses, including those taken at other institutions:

Duplication of Credit at the Time of Initial Evaluation. If a student completed a course at another institution which is directly equivalent to a Saint Leo University course he/she has already completed with a passing grade, the student receives no transfer credit. The course would not be listed on the transcript.

Duplication of Credit after Initial Evaluation. If a student receives credit for a course taken at another institution and subsequently completes the equivalent course with Saint Leo University with a passing grade, the earned hours granted for the transferred course will be removed, resulting in a decrease in the cumulative hours. The grade listed for the transferred course will not be removed from the transcript.

Repeat of a Failed Course. If a student fails a course at Saint Leo University and subsequently repeats the same course with a passing grade, the attempted hours are removed from the first attempt but the "F" grade remains on the transcript. The attempted hours and quality points for the second attempt are applied toward the student's cumulative totals, with a resulting increase in the student's grade point average.

Repeat of a Course in Which a "D" or Higher was Earned. If a student completes a course at Saint Leo University with a "D" or higher grade and subsequently repeats the same course with a higher grade, the attempted hours, earned hours, and quality points are removed from the first attempt but the original grade earned remains listed on the transcript. The attempted hours and quality points for the second attempt are applied toward the student's cumulative totals, with a resulting increase in the grade point average.

Failure of a Course Which is Subsequently Deleted from the Catalog. If a student fails a course at Saint Leo University which is deleted from the University Catalog before the student repeats it with a passing grade, the student's academic advisor may submit a request to the Registrar requesting approval for a substitute course to be treated as the course failed for the purposes of the repeat. Generally, the substitute course must be a higher level course than the failed course.

Repeat of a Course Failed at Saint Leo University and Retaken at Another Institution. If a student fails a course at Saint Leo University and subsequently repeats the equivalent course at another institution with a passing grade, the attempted hours are removed from the Saint Leo course but the "F" remains listed on the transcript. The appropriate number of earned hours is granted for the transferred course. However, no quality points are awarded for the transferred course. The removal of the attempted hours on the original failed course increases the student's overall grade point average. Generally, it is recommended that failed courses be repeated at Saint Leo University. However, the student's academic advisor may approve the completion of the course at another institution.

Grade Reports and Permanent Records

All official grade reports are mailed to the student's home address. Each term a grade report is prepared for each student showing the student's progress for that term. Term grade reports allow the student's academic advisor to monitor progress and to provide assistance in a timely manner. Additionally, the term grade report allows the vice president for Academic Affairs to recognize outstanding academic achievement.

Permanent academic records of all students are maintained by the Registrar. Disciplinary records of University College students are maintained by Student Affairs. Disciplinary records of School of Continuing Education students are maintained by the School of Continuing Education. Disciplinary records of Graduate Program students are maintained by Graduate Programs.

The Family Educational Rights and Privacy Act of 1974, as amended, (FERPA) is a federal law which requires that the University maintain the confidentiality of students' educational records and establish a policy for annually notifying students of their rights under the law and how they may exercise those rights.

In accordance with FERPA, Saint Leo University allows access to a student's educational records to all University officials who have a legitimate educational interest in the student's records. The University does not disclose or allow access to any information from students' educational records to anyone outside the University **except** (a) to officials of another institution in which the student intends to enroll, (b) to authorized representatives of the comptroller general of the United States, the secretary of the United States, or state educational authorities, (c) to determine eligibility or for enforcement of financial aid programs, (d) to state agencies which require disclosure under state laws existing before November 19, 1974, (e) to organizations conducting certain studies for or on behalf of the University, (f) to accrediting organizations to carry out their functions, (g) to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954, (h) to comply with a judicial order or lawful subpoena, (i) to appropriate parties in a health or safety emergency, (j) directory information as designated by the University, (k) as otherwise allowed by law or (l) when the student has provided written consent.

For all outside disclosures of information which are made without the written consent of the student, the University maintains a record in the student's file of the name of the party who obtained the information and the

legitimate interest which the person had in obtaining the information.

The University has designated the following as directory information: student name, address, telephone number, date and place of birth, major, minor, dates of attendance, degrees, awards and honors received, the most recent educational institution attended, participation in recognized activities, and height and weight of members of athletic teams. As stated above, directory information may be released without the student's prior written consent unless the student has requested that directory information be withheld by completing a Request to Withhold Directory Information Form which may be obtained in the Office of the Registrar or in the Regional Continuing Education Center office. The request will remain on file until withdrawn by the student.

The University presumes that University College students are dependent as defined by the Internal Revenue Code. Therefore, parents of dependent students shall be granted access to all educational records unless a student provides the University with legal documentation which indicates that the student is not considered a dependent of the parent, such as a copy of the parent's most recent Federal income tax form or a custody court order.

The University presumes that School of Continuing Education and graduate students are not dependent as defined by the Internal Revenue Code. Therefore, parents of such students shall not be granted access to the student's educational records unless the parent provides the University with legal documentation which indicates that the student is a dependent of the parent, such as a copy of the parent's most recent Federal income tax form.

Students are annually notified of their rights under the act by publication in the class schedules. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is not satisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing is unsatisfactory. Students wishing to review their educational records must make written requests to the registrar listing the items of interest. The records will be provided within 30 days of the request. Students may request that copies be made of their records with charges being assessed at the prevailing rate set by the Registrar.

Educational records do not include records of instructional, administrative and staff personnel which are the sole possession of the maker and are not accessible or revealed to any individual, records of the security department as they pertain to law enforcement, student health or psychological records, employment records or alumni records which do not relate to the person as a student. A licensed physician selected by the student may review health records. In addition, students do not have the right to inspect or review the financial information submitted by their parents, confidential letters and recommendations to which the right of inspection has been waived and educational records containing information about more than one student, in which case students will be permitted access only to the parts of the record that pertain to them.

Students who believe that their educational records as maintained by the University contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may request that the Registrar amend the records. The Registrar will review the request and render a written decision within 30 days of the request. If the student's request is denied, the student may request a formal hearing in writing. The hearing panel will be designated by the vice president for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with a reasonable notice of the date, place, and time of the hearing. At the hearing,

the student may present evidence relevant to the issues and may be assisted by persons of their choice, including attorneys, but at their own expense. The decision of the hearing panel is final and will be based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision and will be forwarded to the student and all interested parties. If the decision requires that the student's record be amended, the appropriate University official responsible for maintaining the record will correct the record. If the student is dissatisfied with the decision of the panel, he/she may place a statement in his/her educational record commenting on the information in the record. Such statement will be released whenever the record is disclosed.

Gordon Rule

Saint Leo University actively promotes writing across the curriculum. Consequently, its students fulfill the requirements of the state of Florida's Gordon Rule.

The following courses fulfill the Gordon Rule: ENG 121, ENG 122, ENG 221, ENG 222, ENG 223, ENG 224, ENG 225, ENG 226, ENG 311 and ENG 317.

Transcript Requests

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's social security number, program enrolled (University College, Center for Online Learning, Graduate Programs or School of Continuing Education), number of transcripts required and the complete mailing address to which each transcript is to be sent. The University will provide a transcript upon request and upon completion of at least one course with Saint Leo University.

Transcripts should not be requested until the grade report for the preceding term has been received. Master's and bachelor's degrees are conferred on the date of the commencement ceremonies and four other dates: January 1, June 1, September 1 and November 1. Associate's degrees are conferred on the first of each month. All incomplete work (I) must be completed by the conferral date. Transcript requests may be delayed until degree conferral has been completed. There is a $5 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to 10 working days. If a student is financially cleared at the time the request is received, processing will be completed within two working days. All transcript requests should be ordered directly from the Registrar, MC 2278, Post Office Box 6665, Saint Leo, Florida 33574.

Rush requests may be faxed to (352) 588-8390 paying by credit card only. To order, using a credit card, the following information must be provided: type of credit card, account number and expiration date. Rush and overnight delivery is available for an additional charge of $25.00.

Academic Sanctions Policy for All Undergraduate Students

In order to continue in good standing, a student must maintain a minimum grade point average of 2.0. The system of academic sanctions is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The University reserves the right to require remedial action on behalf of students who are placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed

courses, take a reduced course load, attend monitored study assistance programs, accept tutoring or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Academic sanctions contained herein conform with NCAA eligibility standards. Members of varsity sports programs and students receiving financial aid must inform themselves of additional eligibility requirements of these programs.

Academic Warning. Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning at the beginning of the next semester. In addition, University College students who fail two or more courses or the equivalent of 50 percent of their course load in any semester or who are not making satisfactory progress will be placed on academic warning at the beginning of the next semester. Freshmen on academic warning are not eligible to seek membership in a Greek organization.

Academic Probation. Freshmen who earn below a 1.60 cumulative grade point average or who receive failing grades in more than two courses at the completion of the first academic year will be placed on academic probation. Sophomores who earn below a 1.80 cumulative grade point average or who receive failing grades in more than two courses at the completion of the second academic year will be placed on academic probation. All other students in their third or subsequent academic year with a cumulative grade point average below 2.00 will be placed on academic probation.

Students who are on academic or disciplinary probation cannot hold or run for an office, participate in selected activities, pledge a Greek organization or be a candidate for any kind of honor including participation in the graduation ceremony. Students who are on academic or disciplinary probation are also ineligible to represent the University in intercollegiate athletics competition. More detailed information concerning disciplinary probation may be found in the Student Handbook.

To maintain eligibility to participate in selected activities, University College students must remain free from academic or disciplinary probation and must earn an average of 12 credits for each semester they are enrolled.

Academic Suspension. Students whose cumulative grade point averages are deficient for their academic levels are subject to academic suspension. The criteria for determining academic suspension are: (1) semester hours attempted at Saint Leo University; and (2) student classification, based on total earned hours, including hours in residence and hours in transfer. The office of Academic Affairs will formally suspend academically deficient students every term. School of Continuing Education students will be reviewed for academic sanctions after they have earned 24 attempted hours at Saint Leo University. The cumulative grade point averages required to ensure that a student is academically eligible to remain in the University are as follows:

Semester Hours Attempted	Student Classification	Cumulative GPA
Fewer than 24 Attempted Hours at Saint Leo	**Freshman** (0 - 30 Earned Hours)	1.50
	Sophomore (30 - 60 Earned Hrs)	1.70
	Junior to Senior (More than 60 Earned Hrs)	2.00
24 to 37 Attempted Hours at Saint Leo	**Freshman** (0 - 30 Earned Hours)	1.75
	Sophomore (30 - 60 Earned Hrs)	1.80
	Junior to Senior (More than 60 Earned Hrs)	2.00
38 or more Attempted Hours at Saint Leo	**Sophomore** (30 -60 Earned Hrs)	1.80
	Junior to Senior (More than 60 Earned Hrs)	2.00

Appeals. Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within two weeks of the official

notification by the University. A successful appeal lifts suspension but academic probation remains.

For University College students, appeals from academic suspensions must be made in writing to the vice president for Academic Affairs. School of Continuing Education students should appeal to their Center director.

Reinstatement. Students suspended from Saint Leo University for poor academic performance may apply for readmission after one year.

The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the University for University College students. School of Continuing Education students petition through their Center director. The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. In addition to a personal statement, students are expected to obtain recommendations from their advisor and at least one faculty member or their dean. Fulfilling these conditions does not guarantee reinstatement and a student who is reinstated remains on academic probation.

The vice president for Academic Affairs determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement for University College students. In the case School of Continuing Education students, the dean of Continuing Education grants or denies requests for reinstatement and determines the conditions of reinstatement.

Veterans Benefits and Academic Progress. To maintain VA educational benefits, veterans and other eligible persons must maintain the academic standards as indicated in the Academic Sanction Policy contained herein. Failure to maintain standards of academic progress by the end of the spring semester at University Campus, by the end of the second civilian center's semester or the fourth military centers' term will result in the termination of VA educational benefits.

Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the University's reinstatement procedures. In addition to the University's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

Academic Dismissal. Undergraduate students whose academic standing is so poor that, in the judgment of the University, improvement of the grade point average to 2.00 is unlikely will be academically dismissed. Dismissal is permanent termination of student status from Saint Leo University. Students who have been dismissed may not be readmitted to the institution under any circumstances.

Academic Term. The University operates under the following academic terms:

- For University College the academic terms follow the traditional 15 week semester term for fall and spring with a summer term in May.
- For School of Continuing Education students in Regional Continuing Education Centers located on the campuses of two year colleges in Florida and in the Weekend and Evening Program Center there are three 15-week terms: fall, spring and summer. For School of Continuing Education students in Regional Continuing Education Centers located in all other locations, there are five 9-week terms.
- For the Center for Online Learning, there are six 8-week terms a year.
- For students enrolled in graduate programs, the academic terms are listed in the section on Graduate Programs.

Registration

During each academic term, continuing students are expected to meet with their advisors, to select courses and register for the next semester or term. In some cases, time is set aside to enable students to plan schedules effectively and to provide students with intensive personalized advising. All new students register during orientation periods.

The University provides Internet online registration services through the eLion system. Students will receive a login and password to the eLion system and also are provided an email account which will be the formal mode of communication between the University and the student.

The University offers degree programs on its University Campus, and externally through the School of Continuing Education. Students enrolled in any one of these programs may formally request permission to enroll in courses in either of the other programs. The request should be directed to an academic advisor in the program in which the student is enrolled. Enrollment across programs may effect tuition.

Audit

Students sometimes choose to audit courses to expand their knowledge and enrich their education. Auditing students are expected to attend class regularly and to prepare all materials for the class. No tests or examinations are required, no credit is registered and no grade is given.

Full-time students may register to audit a course only on a space available basis during the add/drop period and only with the permission of the faculty member teaching the course. Part-time students or visitors may audit a course if space is available and if the faculty member approves. Veterans receiving VA educational training benefits are not eligible to audit courses. Visitors and part-time students are assessed an audit fee of $200 per course. Full-time students do not pay a fee for audited courses.

Academic Residence Requirements

Two academic years or six semesters are normally needed to earn the master's degree. Four academic years or eight semesters of full-time enrollment are normally needed to earn the bachelor's degree. Two academic years or four semesters as a full-time student are normally needed to earn the associate's degree.

To satisfy academic residence requirements for the master's and bachelor's degrees, students must complete a minimum of 30 credits at Saint Leo University. For the bachelor's degree, a minimum of 15 of the 30 hours required to be taken at Saint Leo University must be in the major. University College students must also be in attendance during the last two semesters. To satisfy academic residence requirements for the associate's degree, students must complete a minimum of 15 credits at Saint Leo University.

Students with a bachelor's degree awarded from another accredited institution must complete academic residence requirements and all other degree requirements. Students may not earn two bachelor's degrees unless the student fulfills the requirements of two majors for which two different types of bachelor's degrees are awarded, such as a bachelor of arts for a major in accounting and a bachelor of science for a major in biology.

Course Challenge Examination

Full-time students with a cumulative grade point average of at least 2.50 may seek to earn credit for a course through examination. Permission to take an examination is granted by the dean in the school in which the course is taught. The student will be charged the usual tuition rate for the course in addition to a $50 administration fee, which must be paid in advance and is non-refundable.

To receive credit, the student must achieve a grade of "C" or above on the course challenge exam. If the student does not achieve a grade of "C" or above, no entry will

be made on the permanent transcript record and no tuition will be charged.

Outcomes Assessment

In keeping with the University's commitment to program improvement, and in accordance with the criteria regarding institutional effectiveness established by the University's accrediting agency, the Southern Association of Colleges and Schools, the University has established several measures to assess its effectiveness in meeting its stated educational goals.

Students will take tests or complete surveys designed to measure General Education achievement and/or achievement in selected major areas for the purpose of evaluating institutional effectiveness.

Drops, Adds and Withdrawals for University College

During the drop/add period students may change courses without a fee. Drops and adds are handled through the School office for University College and graduate program students and through the Regional Continuing Education Center for School of Continuing Education students. Adds and drops may also be done through the University's eLion online system. Withdrawals must be done through your center. After the drop/add period of a semester there is a $15 fee for each course withdrawal.

Each student has the prerogative of dropping a course(s) during the drop/add period as published for each term. After the drop/add period and until the published last date for withdrawal a letter grade of "W" will be assigned for each course that is dropped. CAUTION: Students who fall below full-time status, as defined by their program and course of study, will be considered part-time and may cause the financial aid status to be reexamined. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal. Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the University.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the University.

Withdrawal from the University

If University College students find it necessary to withdraw from the University for any reason; they must do so officially through the Academic Student Support Services located in Lewis Hall to obtain honorable academic withdrawal.

Withdrawal forms are available in the Student Affairs office for University College students and the procedure outlined thereon must be followed. School of Continuing Education students should contact their academic advisor to withdraw from the University. Students who fail to carry out the specified procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund, if any applies, until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is submitted.

Directed Study

We believe that traditional students learn best in regular classroom settings where a group of students and a faculty member engage in interactive dialogue. The classroom serves as a small learning community that encourages students to expand their own perspectives. This is particularly true in some courses, such as the senior seminar or capstone course. In some cases, however, it is appropriate to deliver a course as a directed study. In these cases, the student will meet

with the faculty member on an individual basis, usually once a week, to complete the course requirements.

A request from a student for directed study is approved by the School dean or the Center director only when resources are available to accommodate the request. Generally, students pursuing directed studies meet the following criteria:

1. The student is in his or her last term of three or fewer courses and a required course is not being offered in that term at an accessible Saint Leo University location.
2. The student is enrolled in his or her last term of three or fewer courses and a scheduled required course is canceled because of inadequate enrollments.
3. The student has a physical disability which prevents him or her from attending a required course held in an inaccessible classroom and the class cannot be moved to an accessible classroom.
4. The student and faculty member develop a course or a research project which enriches the student's academic program.
5. The faculty member shall assess student learning and shall use the same standards for grading and assessment as are used in a classroom course.

The University also offers another type of individual study, which is an independent study. In an independent study, the student pursues a subject under the direction of a faculty member using such support materials as Internet courses, videotape, computer disk, written text, or combinations thereof. On completion of the prescribed work, the student reports to the faculty member and is graded either on a paper, project or written examination.

Both types of courses are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

Student Honor Societies

The Saint Leo University student honor society, Delta Nu, is a member of the Delta Epsilon Sigma National Scholastic Honor Society, which was founded in 1940 for students, faculty and alumni of colleges and universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectual community among its members. To be eligible for membership, a student must have acquired 60 credit hours, be able to demonstrate leadership and service to others, and maintain a grade point average of 3.50.

The Alpha, Alpha, Alpha chapter of Sigma Tau Delta, the International English Honor Society, was chartered in 1990 to brevet distinction upon undergraduates, graduates and scholars in academia, as well as upon professional writers who have recognized accomplishments in linguistic or literary realms of the English language. To be eligible for membership, a student must have earned at least 45 hours of University credit, a minimum of two University courses in English language or literature beyond the usual requirements in freshman English and a grade point average of 3.50 or better overall and in English.

Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating and maintaining excellence in scholarship and advancing the science of psychology. Psi Chi is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association and American Psychological Society. Psi Chi functions as a federation of chapters located at more than 875 senior colleges and universities in the U.S. The Saint Leo Psi Chi Chapter was founded in 1997. The national organization's requirements for membership are: 1) completion of at least three semesters of college; 2) completion of nine semester hours of psychology courses; 3) registration for a major or minor in

psychology; 4) undergraduate overall cumulative GPA of 3.00 and rank in upper 35 percent of their class (sophomore, junior or senior) in general scholarship. Students also must have a 3.00 GPA in psychology courses.

Sigma Beta Delta, the National Honor Society in Business, Management and Administration was founded in 1994. The Saint Leo chapter was established in 1994 as one of the founding chapters. Sigma Beta Delta was established to encourage and recognize scholarship and accomplishment among students of business, management and administration and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind.

Sigma Beta Delta espouses three principles: wisdom, honor and meaningful aspirations. Sigma Beta Delta members are challenged to pursue wisdom throughout their lives, accept honor as a constant companion throughout their lives, and to aspire to goals that will chart them on the path of wisdom and honor throughout their lives.

Sigma Beta Delta inducts senior students and qualified faculty based on their sustained scholastic and personal achievement in business, management, and administration and a dedication to the principles of wisdom, honor, and meaningful aspirations.

The Iota Gamma is a chapter of the Phi Alpha Honor Society which is a national honor society for social work students. The society was chartered in 1962 for the purposes of providing a closer bond among students of social work and promoting humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers. The requirements for membership are: 1) social work as a major; 2) sophomore status; 3) completion of eight semester hours or 12 quarter hours of required social work courses; 4) an overall grade point average of 3.0; and 5) a 3.25 grade point average in required social work courses.

Awards

The Dean's List is issued at the end of the fall, spring and summer semesters. Those students who have earned at least 12 new credits with a term grade point average of 3.65 or higher are recognized by placement on the Dean's List.

Academic Resources and Support Services

Among the important academic resources available to students are:

Academic Advising

All first time freshman students are assigned an academic advisor who assists students in selecting courses, learning about the resources available to assist them in their studies and selecting a major that meets the student's interests and needs. Freshman advisors assist students in:

- Assessing and responding to the personal and social issues associated with adjustment to University life.
- Developing an appreciation for and a constructive orientation toward the character and rigors of academic work.
- Accessing and utilizing academic student support services.
- Becoming familiar with academic and student life policies and procedures.
- Exploring career options and interests.
- Making informed decisions concerning their academic program and course schedules.

All degree-seeking transfer students are provided with a formal evaluation recognizing transfer of credit and specifying associate's degree requirements. When a student declares an associate or baccalaureate degree major, the University prepares a program outline specifying the degree requirements. Every student is assigned to an academic advisor who is responsible for working with the student to plan a program of study. While

advisors work closely with students, the student remains responsible for meeting all of the graduation requirements.

Disability Services

Saint Leo University is committed to a policy which provides an equal opportunity for full participation of all qualified individuals with disabilities. The University prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate academic accommodations and services are coordinated through the Disability Services which is located in room 314 of Lewis Hall. Students with disabilities who require accommodation should contact the office as soon as possible. Students seeking accommodations are responsible for providing the University with recent documentation of their disabilities at the time they are requesting services. Students may access the Policy and Procedure Manual through the Saint Leo Web page.

The Learning Resource Center

The Learning Resource Center is staffed by professional tutors and provides academic support for any student who matriculates at Saint Leo University. The Center provides tutoring in most subject areas and students are encouraged to make arrangements for tutoring early in the semester. Tutoring is voluntary and the student may request ongoing appointments for the entire semester, short-term or weekly appointments, or the student may visit the Center as a drop-in. Tutors are available first to those students who have made appointments while drop-ins will be seen on a first-come-first-served basis.

The Center also supports student writing whether in the freshman writing classes or in any other course. Tutoring is designed to help students improve the quality of their writing regardless of class standing and rank. We encourage students to visit the Learning Resource Center at all stages of the writing process: pre-writing, writing, rewriting and editing.

Mathematics students may use the center for assistance on math-related work and assignments. In addition, the Center computers have several math programs which students may use for additional practice.

The Learning Center has a computer laboratory with 20 computers available for student use. Most of the computers have Internet capability and all have printers and various support programs for writing and research.

The Center is open Monday – Thursday 8:00 a.m. to 8:00 p.m. On Friday, the Center is open from 8:00 a.m. to 5:00 p.m.

University Library Services

University Library Services provides materials, information resources and services needed by students pursuing their education and seeking an understanding of themselves, their world and their Creator. Library Services staff and faculty offer direct personal assistance to all students and faculty whether on University Campus or at Regional Continuing Education Centers in finding and using information. Library materials are carefully selected to support the curriculum and to provide information resources in a variety of formats.

Library staff regularly conduct classes in information retrieval and library research skills. Keeping in mind that many of the patrons using library resources will do so from a distance, a new online orientation to the library, its resources, and the Internet is now available to all off and on-campus students and faculty. It is required of all incoming freshmen and new faculty, and provides tutorials on using LeoCat*Voyager*, datamining, using search engines, evaluating information and making use of reference sources.

The Cannon Memorial Library, overlooking Lake Jovita on the University Campus, provides a welcoming environment for both individual and group research and study. The library houses book, audiovisual, electronic and instructional materials collections as well

as an extensive periodicals collection. The collections vary in format, consisting of print, microform, audiovisual materials and electronic resources. Electronic resources complement and enhance the traditional materials collections. The modern fully automated library also maintains an Instructional Materials Collection and a Media Services Center which support University Campus and all Regional Continuing Education Centers. The Hugh Culverhouse Computer Instruction Center, the Sprint Student Electronic Classroom and Internet Lab, and the University Archives are also located in the library building.

Providing sources of information via the Internet is an integral part of the University Library Services. The library web page (http://leonet.saintleo.edu) is designed to facilitate academic research for distance learners. Students and faculty at the Regional Continuing Education Centers have access to the resources and services of the Cannon Memorial Library through the Internet. The online public access catalog and electronic indexing and abstracting services are major components of the library's information retrieval system by providing access to eBooks through netLibrary and a variety of online databases, many of which include full-text journal articles. Help with research is just a click away, with the *Ask-A-Librarian* feature as well as selected links to reference sources available through the Internet. A toll-free number to the reference desk (1-800-359-5945) affords direct person-to-person communication with a librarian concerning use of the library's reference, bibliographic search, circulation, interlibrary loan and document delivery services.

In addition to the resources of the Cannon Memorial Library, the University's Savannah Center maintains the Jerome Library facility housing electronic search services and a basic book and periodicals collection. The field librarian in charge of the Savannah Center library collaborates closely with the University Campus library staff to service the on-site library. Field librarians working at other Regional Continuing Education Centers also work with the University Campus librarians to provide library support and facilitate cooperative use of other libraries located near the Centers. The Regional Continuing Education Centers establish formal and informal cooperative agreements with their local area libraries and host institutions to provide library resources and services for students enrolled in their programs.

University Library Services are further strengthened by participation in networks and cooperatives for interlibrary loan exchanges throughout the United States. The Cannon Memorial Library is a member of the Tampa Bay Library Consortium, the Florida Library Information Network, the Library Information Resources Network, OCLC and SOLINET.

Computer Usage Guidelines

University owned or operated computing resources are provided for use to faculty, students, staff and authorized associates of Saint Leo University. All faculty, students, staff and associates are responsible for use of Saint Leo University computing resources in an effective, efficient, ethical and lawful manner. The following guidelines relate to the use of these computing resources:

1) Computing resources and accounts are owned by the University and are to be used for University-related activities. All access to computer systems managed by the Office of Information Technology, including the issuing of passwords, must have prior approval by the president, vice president, dean, department chair or an authorized representative of Saint Leo University. The appropriate dean or department chair must approve access to University and departmental computer systems. Approvals vary depending upon the division or unit.
2) Computing resources and accounts are to be used only for the purpose for which they were assigned and are not to be used for commercial purposes or non-Univer-

sity related activities. The continued use of an account after the student enrollment or faculty/staff/associate employment ends is considered a non-University related activity.

3) Individuals must not use an account assigned to another individual, including student accounts, without written permission from either Information Technology or the division that granted the account. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, or non-authorized individuals to use accounts, either locally or through the Internet, is a violation of these guidelines. It is recommended that account holder change the account password at least once per semester.
4) Data files are confidential. Computing Services or departmental staff may access others' files when necessary for the maintenance of University records, computing systems, or during investigation of serious incidents. The latter would require the approval by the appropriate institutional official, or as required by local, state or federal law.
5) University computing resources may not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation. Fraudulent, threatening, or obscene e-mail or graphical displays used to harass or intimidate others are prohibited. Chain letters, mass mailings and repeated sending of e-mail after being requested to stop are also examples of inappropriate uses of University electronic communications resources. User will abide by applicable federal and state laws.
6) No one should deliberately attempt to degrade the performance of a computer system including network resources, or to deprive authorized users of resources or access to any University computer system.
7) It is a violation of these guidelines to use unauthorized knowledge of a password to damage any computing systems, obtain extra computing resources, take resources from another user, gain access to computing systems or use computing systems for which proper authorization has not been given – either on-campus or off-campus.
8) Software use must conform to copyright laws and licensing agreements.
9) For the protection of all Saint Leo University computer users, an individual's computer use privileges may be suspended or restricted immediately upon the discovery of a possible violation of these guidelines or other campus policies. Whenever possible, users whose computer access has been restricted or suspended will be notified of the restrictions and the means for resolving the matter. Individuals who violate these guidelines will be subject to sanctions as outlined in the University's *Employee Handbook, Student Handbook* or academic honor code. All such cases will be forwarded to the appropriate officer of the University for action.

Application for Graduation

Students must make formal application for graduation in their School office, the Graduate Studies office or the Regional Continuing Education Center office. A fee is required for graduation, even if the student chooses not to participate in the graduation exercises.

In order to provide time for a thorough research of the applicant's record, the application must be submitted two semesters prior to anticipated graduation in order to facilitate a degree audit.

Students should note the difference between degree completion date and degree conferral date. The degree completion date is the end date of the term in which all academic requirements have been satisfied. Degree conferral dates are specific dates authorized by the Board of Trustees for release of diplomas.

Master's and bachelor's degrees are conferred on the date of the commencement ceremony held on University Campus each spring and four other dates: January 1, June 1, September 1 and November 1. Associate's degrees are conferred on the first of each month. The conferral date is determined upon completion of all requirements listed under degree requirements including the completion of all incomplete work and receipt and posting of all transfer credit. The next conferral date following the completion of the final requirement is the date that is assigned. While conferrals are held pending the next conferral date, the University will document degree completion through a letter signed by the Center director or by the Registrar with validation of the University seal when necessary when the student has met all degree requirements including financial obligation.

Commencement Exercises

Each year at the completion of the spring semester, the University has a formal graduation with academic regalia at the University Campus and at the Regional Continuing Education Centers. University College, Graduate Program and Weekend and Evening Program Center students, who have met all the requirements of Saint Leo University for receipt of the master's or bachelor's degree and have met all financial obligations, may participate in commencement ceremonies on University Campus. Undergraduate students who will have a maximum of two courses left for degree completion at the end of the spring semester may request permission from their School dean or Center director to participate in the commencement ceremonies, if they can provide evidence that all remaining coursework will be completed by September 1st following graduation exercises.

The Regional Continuing Education Centers have separate graduation/commencement ceremonies though students receiving a bachelor's degree from a Regional Continuing Education Center can request permission to attend the ceremony on University Campus. Requests are directed to the dean of Continuing Education through the Center director.

Graduation with Honors

Each year academic honors (Latin Praise) are awarded upon graduation to students who have demonstrated high academic achievement, measured by their cumulative grade point averages. The most recently approved cumulative grade point averages, in effect since the May, 2001, graduation, are:

Summa cum laude	3.95 and above
Magna cum laude	3.85 and above
Cum laude	3.65 and above

These awards are based on what standards are in effect at the point of graduation and not based on catalog year of matriculation.

Students must have a minimum of 30 hours of academic credit at Saint Leo University to be eligible to be graduated with academic honors. Grades transferred from another institution are not included in cumulative grade point averages.

While honors designations in the commencement program are based on the cumulative grade point average earned at the end of the previous semester, final honors calculations are based on all graded Saint Leo University courses taken to fulfill bachelor's degree requirements. Honors are not awarded for the associate of arts degree or for graduate degrees.

Admissions Policies and Procedures

Saint Leo University is committed to policies that assure there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin or disability. The University prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities.

Students with disabilities requiring special services should identify themselves and their

needs to the Admission Office, Regional Continuing Education Center, or Graduate Studies Office as soon as possible after receiving notification of their admission to the University.

Students interested in attending Saint Leo University's traditional, residential undergraduate program should refer to Section II of this catalog for admission information for University College.

Students interested in attending Saint Leo University's School of Continuing Education should refer to Section III of this catalog. Information pertaining to the graduate programs is contained in Section V.

Transfer Credit Policies

Students are classified as transfer students if they have previously registered at any other college or university as a matriculated student, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and submit the application fee.

The University does not provide an official Saint Leo University transcript of transfer credit until successful completion of at least one course at Saint Leo University. A student must be currently enrolled or have completed 30 credit hours at Saint Leo University in order to continue to have transfer credit from other regionally accredited institutions added to their Saint Leo University transcript. No quality points are awarded for transfer credit.

Traditional Transfer Credit

Saint Leo University recognizes transfer credit only from regionally accredited institutions. Credit that was earned 25 or more years prior to the date of application to Saint Leo University will be considered on a course-by-course, case-by-case basis at the time that the transfer evaluation is prepared. The older the courses are, the less likely they are to be currently applicable.

The maximum number of credits that can be transferred and accepted from community or junior colleges by Saint Leo University is 64 hours.

The associate of arts degree holder may earn a bachelor's degree by electing one of Saint Leo University's majors, satisfying all degree requirements and completing a minimum of 30 credit hours with Saint Leo University, 15 of which must be in the major. Students who transfer to the University are not expected to complete the entire core as we recognize that other colleges and universities have legitimate alternative means of providing students with a firm basis with liberal arts. Students transferring to Saint Leo University with an associate of arts degree are required to transfer or complete the following:

- two religious studies courses; one of which must be the Saint Leo University course, REL 401 The Catholic Tradition,
- two science courses; one physical science and one life science,
- one survey of literature course,
- one course in history or economics or political science,
- one mathematics course at the level of MAT 128 or higher, and
- one capstone course in the major.

Students transferring to Saint Leo University with an associate of arts degree under the Independent Colleges and Universities Articulation agreement will have general education requirements met with the exception of COM-130 PC Applications and REL-401, The Catholic Tradition.

Students who hold a bachelor's degree from a regionally accredited college or university will be considered to have satisfied all general education requirements, except for REL 401, for a degree from Saint Leo University. Such students may earn a bachelor's degree by electing one of Saint Leo University's majors, satisfying all degree requirements and completing a minimum of 30 credit hours with Saint Leo University, 15 of which must be in the major.

No quality points are awarded for transfer credit.

Permission to enroll in courses at another institution of higher education will be granted to students only in one of the following situations: (a) if the course the student wishes to take is not offered by Saint Leo University, (b) if the student is in senior status and is required to take a particular course for graduation which is not scheduled to be offered during that student's senior year, or (c) if the student has met residency but no longer has access to a Saint Leo University center. Prior approval to take courses elsewhere must be sought by the student in order to ensure that the course credits will be acceptable to the University and, where appropriate, would be applicable to the student's degree requirements. The student must meet with their academic dean or Regional Continuing Education Center director to request such an approval. Upon completion of a course taken elsewhere, the student must have an official transcript forwarded from the other institution to the Registrar at Saint Leo University.

Non-Traditional Transfer Credit

Saint Leo University recognizes non-traditional transfer credit earned or validated through the methods listed below.

Military Service Courses and Training. Credit for military courses and training may be granted, based on formal evaluation by the Registrar and credit recommendations in the guides to the evaluation of military credit published by the American Council on Education (ACE). The maximum limit upon this category of transcript credit is 33 semester hours.

Police Training Experience. Credit for training may be granted based upon individual evaluations of official training center certificates and/or transcripts. A maximum of 24 semester hours of transfer credit for training and police courses may be awarded if not duplicated elsewhere. State and training center certificates must be presented for evaluation. Courses of less than 40 semester hours will not be considered for credit.

Formal Educational Programs and Courses Sponsored by Non-Collegiate Organizations.

The University recognizes credit recommendations established by the American Council on Education and published in The National Guide to Educational Credit for Training Programs. Credit is also recognized from The Directory of the National Program on Noncollegiate Sponsored Instruction conducted by the Board of Regents of the University of the State of New York.

Standardized Examinations. The University recognizes the following standardized examinations at the credit levels recommended by the respective testing services:

- Excelsior College Examinations (formerly ACT PEP: Regents)
- College Level Examination Program (CLEP) - General examinations and specific subtests. Up to 30 credits may be earned through the General examinations. Information on CLEP exams may be obtained by contacting www.collegeboard.org.
- Defense Activity for Non-Traditional Education Support (DANTES). Information on DANTES may be obtained by contacting www.chauncey.com.

In most cases, transfer credit is granted in accordance with scores recommended by the American Council of Education. However, there are specific exceptions where the University requires a higher score than the recommended score in order to fulfill degree requirements. Students should meet with their academic advisor prior to taking any standardized tests.

The maximum limit on standardized examination transfer credit is 40 semester hours. All such credit will be listed on the student's transcript and will not be removed once it has been added to the transcript.

ADVANCE PLACEMENT EXAM
TRANSFERABILITY GUIDELINES
CREDIT AWARDED WITH SCORE OF 3 OR HIGHER

SUBJECT EXAM	SLU EQUIVALENCY
Biology	BIO-225, BIO-1XX
Calculus AB	MAT-231
Calculus BC	MAT-231, MAT-232
Chemistry	CHE-123, CHE-1XX
Computer Science A	COM-207
Computer Science AB	COM-207, COM-2XX
English Language & Composition	ENG-121, ENG-1XX
English Literature & Composition	ENG-121, ENG-122
Environmental Science	PSC-1XX
French – Language	FRL-1XX (6 credits)
French – Literature	FRL-1XX (6 credits)
German – Language	FRL-1XX (6 credits)
Government & Politics/Comparative	POL-223
Government & Politics/ U.S.	POL-223
History – European	HTY-124, HTY-1XX
History – Art	ART-123, FAS-101
History – U.S.	HTY-121, HTY-122
Human Geography	GEO-1XX
Latin – Literature	FRL-1XX (6 credits)
Latin/Vergil	FRL-1XX (6 credits)
Macroeconomics	ECO-201
Microeconomics	ECO-202
Music Theory	MUS-123, MUS-121
Physics B	PHY-221, PHY-222
Physics C – Mechanics	PHY-221
Physics C – Electric/Magnet	PHY-222
Spanish – Language	SPA-111, SPA-112
Spanish – Literature	SPA-212, SPA-211
Statistics	MAT-201
Studio Art	ART-221, ART-1XX

CLEP STANDARDIZED TESTS
TRANSFERABILITY TABLE

Credit is accepted based on the minimum acceptable score recommended by ACE.

TITLE	SLU COURSE
GENERAL EXAMS	
General Exam: English Composition	ENG-121, ENG-122
General Exam: Mathematics	MAT- 003, MAT-131
General Exam: Humanities	HUM–1XX, FAS-123
General Exam: Natural Sciences	ELE-1XX, ELE-1XX
General Exam: Social Sciences and History	SSC-1XX, HTY-1XX
COMPOSITION AND LITERATURE	
American Literature	ENG-223, ENG-224
Analyzing and Interpreting Literature	ENG-122, ENG-1XX
English Literature	ENG-221, ENG-222
Freshman College Composition	ENG-121, ENG-122
College Spanish Language	SPA-111, SPA-112
College Spanish Language	SPA-111, SPA-112, SPA-211, SPA-212
SOCIAL SCIENCES AND HISTORY	
American Government	POL-223
History of the U.S. to 1877	HTY-121
History of the U.S. 1865 to present	HTY-122
Human Growth and Development	EDU-226
Intro to Educational Psychology	PSY-423
Macroeconomics	ECO-201
Microeconomics	ECO-202
Intro to Psychology	PSY-121
Intro to Sociology	SOC-121
Western Civ: Ancient Near East to 1648	HTY-123
Western Civ: 1648 to the Present	HTY-124
SCIENCE AND MATHEMATICS	
Calculus with Elementary Functions	MAT-231, MAT-232
College Algebra	MAT-151
Algebra-Trigonometry	MAT-2XX
General Biology	BIO-125
General Chemistry	CHE-123
BUSINESS	
Information Systems and Computer Apps.	COM-1XX
Principles of Management	MGT-301
Principles of Accounting	ACC-201, ACC-202
Intro Business Law	GBA-231
Principles of Marketing	MKT-301

DANTES SUBJECT STANDARDIZED TESTS TRANSFERABILITY TABLE

Credit is accepted based on the minimum acceptable score recommended by ACE.

DSST TEST CODE	TITLE	SLU COURSE
SE 461	Art of the Western World	ART-123
SF/SG 500	Astronomy	PSC–1XX
SE 534	Business Law II	GBA-332
SF/SG 812	Business Math	ELE-1XX
SE/SF/SG/SH 483	Civil War and Reconstruction	HTY-331
SE 465	Contemporary Western Europe: 1946-1990	SSC-102
SF/SG/SH/SL 498	Criminal Justice	CRM-220
SE/SF 495	Drug and Alcohol Abuse	SSC-328
SF/SG 511	Environment and Humanity	ENV-1XX
SF/SG 474	Ethics in America	PHI-224
SF/SG 524	Finance	MGT-325
SF 525	Financial Accounting	ACC-201
SE 489	Foundations of Education	EDU-1XX
SF/SG/SH/SL 424	Fundamentals of College Algebra	MAT-128
SG/SH 562	Fundamentals of Counseling	PSY-1XX
SF 494	General Anthropology	SSC-1XX
SF/SG/SH/SL 508	Here's to Your Health	BIO-1XX
SF 473	History of the Vietnam War	HTY-1XX
SF/SG/SH/SL 470	Human Cultural Geography	SSC-1XX
SF 530	Human Resource Mgmt	MGT-331
SE/SF 543	Intro to Business	GBA-105
SG/SH 536	Intro to Computing	COM-1XX
SG/SH 497	Intro to Law Enforcement	CRM-422
SE 469	Intro to the Modern Middle East	HTY-233
SE 496	Intro to World Religions	REL-223
SF/SG/SH/SL 490	Lifespan Developmental Psychology	PSY-325
SE 551	Management Information Sys.	MGT-327
SG/SH 548	Money and Banking	ECO-366
SF/SG/SH/SL 531	Organizational Behavior	MGT-412
SE 550	Personal Finance	MGT-1XX
SF 519	Physical Geology	PSC-1XX
SE 512	Physical Science I	SCI-101
SE/SF 815	Public Speaking	SPH-221
SE 471	Rise and Fall of the Soviet Union	HTY-325
SE 450	Statistics	MAT-201
SE/SF 532	Supervision	MGT-1XX
SF/SG 820	Technical Writing	ENG-2XX

EXCELSIOR EXAMS
(formerly Regents)
TRANSFERABILITY TABLE

Credit is accepted based on the minimum acceptable score recommended by ACE.

TEST CODE	TITLE	SLU COURSE
REG-459	Abnormal Psychology	PSY-327
REG-554	Adult Nursing	ELE-3XX
REG-460	American Dream Pt I	HTY-3XX, HUM-3XX
REG-506	Anatomy & Physiology	BIO-225, BIO-226
REG-579	Business Policy & Strategy	GBA-498
REG-427	Community: Nursing Care A	ELE-1XX
REG-478	Community: Nursing Care B	ELE-1XX
REG-479	Differences Nursing Care A	ELE-1XX
REG-531	Differences Nursing Care B	ELE-1XX
REG-578	Differences Nursing Care C	ELE-1XX
REG-434	English Composition	ENG-121, ENG-1XX
REG-484	Ethics: Theory & Practice	PHI-224
REG-407	Foundations of Gerontology	SSC-1XX
REG-403	Foundations of Nursing	ELE-1XX
REG-425	Health Restoration Area	ELE-3XX
REG-477	Health Restoration Area II	ELE-3XX
REG-530	Health Support Area I	ELE-3XX
REG-577	Health Support Area II	ELE-3XX
REG-541	Health Support: Comm Hlt Nurs	ELE-1XX
REG-540	Health Support:Promo & Protect	ELE-1XX
REG-432	History of Nazi Germany	HTY-3XX
REG-486	Human Resource Management	MGT-331
REG-538	Labor Relations	MGT-441
REG-583	Lifespan Developmental Psych	PSY-325
REG-453	Maternal/Child Nursing AA	ELE-1XX
REG-457	Maternal/Child Nursing BA	ELE-3XX
REG-559	Maternity Nursing	ELE-1XX
REG-558	Microbiology	BIO-425
REG-532	Occup Strategies in Nursing	ELE-1XX
REG-435	Organizational Behavior	MGT-412
REG-584	Pathophysiology	BIO-1XX
REG-582	Product/Operation Management	GBA-1XX
REG-426	Prof Strategies Nursing	ELE-1XX
REG-485	Psych of Adulthood/Aging	PSY-3XX
REG-503	Psych/Mental Health Nursing	PSY-3XX
REG-555	Reading Instruc Elem School	EDU-334
REG-509	Religions of the World	REL-223
REG-436	Research Methods in Psychology	SSC-320
REG-537	Research in Nursing	ELE-3XX
REG-408	Statistics	MAT-201
REG-487	World Population	SSC-3XX

Examinations and minimum scores acceptable for credit are subject to change.

International Students

Saint Leo University accepts international students in all programs except for those offered at Regional Continuing Education Centers located at military installations. Interested applicants should refer to Section II of this catalog for further information.

Special/Transient Students

The University is prepared to enroll a limited number of students who wish to take selected courses for credit but who do not wish to study for a degree. These students should contact the Registrar's Office at Saint Leo University to obtain the appropriate application form.

Students who attend another university must present a statement from their academic dean showing that they are in good standing and have permission to pursue courses at Saint Leo University. Veterans eligible for VA educational training benefits must be in a degree-seeking status in order to be certified for VA benefits.

A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status should be made upon completion of 15 semester hours at Saint Leo University.

Appeal of Admission Decision

Applicants denied admission to Saint Leo University may appeal the decision by filing a written request for review to the vice president for enrollment within 30 days of the decision. The applicant may submit additional documentation which will be reviewed along with all previously submitted credentials. The applicant will be informed of the decision within 30 days of the receipt of the request for review.

Student Financial Assistance

Saint Leo University awards institutional, federal and various state financial aid to eligible students, enrolled in a degree program and attending at least half time. Financial aid is awarded on the basis of financial need, program requirements and fund availability.

Financial aid is any form of assistance that helps to pay college education expenses. Scholarships, grants, loans and student employment programs are all classified as financial aid. Scholarships are awards based on academic achievement, personal accomplishment or community service. Scholarships do not require repayment. Grants are awards based on financial need and also do not require repayment. Student employment programs provide part-time employment opportunities to students. Loans are funds borrowed to help pay educational costs and do require repayment of principal and interest after a student is no longer enrolled at least half time.

Financial need is calculated using the Free Application for Federal Student Aid (FAFSA). Using the income and asset information reported, a measurement of the family's financial strength is calculated. This calculation is the estimated family contribution. The estimated family contribution is subtracted from the cost of education to determine the student's financial need.

The Application Process

The Free Application for Federal Student Aid (FAFSA) is the only application required to apply for financial aid. The simplest way to complete this application is online at www.fafsa.ed.gov. After electronically submitting this information, only the signature page will need to be sent. Students may complete the paper application and mail it to the CPS for processing.

By listing the Saint Leo University school code number – 001526 – on the FAFSA application, the financial aid office will electronically receive the results of the application. Students receive a paper acknowledgement called a Student Aid Report (SAR) from the CPS. Review the SAR carefully and make any updates or corrections that are necessary.

Some applications are randomly chosen by the CPS for a process called verification. Verification requires the Office of Financial Aid to confirm the information reported on the FAFSA. Additional documentation, including recent tax forms, will be required. However, the Office of Financial Aid will notify students if any supplemental information is needed.

New Students

New students must first be admitted to the University before any financial aid award can be made. Enrollment and attendance in a course does not constitute admission to the University. To receive any federal, state or institutional funds, including any Saint Leo scholarships or grants, a student must be admitted into a degree program and complete the FAFSA. No financial aid will be awarded for terms in which a student is classified as a non-degree student.

Upon admission to the University, the Office of Financial Aid will review the FAFSA application and send a financial aid award letter to the student. This award letter will specify the award type, terms and amount provided for the award year.

Continuing Students – Renewal of Financial Aid

Financial aid is not automatically renewed. A new FAFSA application must be completed annually before a financial aid award is made. The FAFSA application for 2002 – 2003 is for enrollment in terms beginning between July 1, 2002, and June 30, 2003.

The U.S. Department of Education sends a Renewal FAFSA application to students in November. However, if a renewal FAFSA is not received, a new FAFSA will need to be completed.

Continuing students must make satisfactory academic progress to receive financial aid. For federal and institutional financial aid, satisfactory progress is measured both in qualitative and quantitative areas. The qualitative standard requires students to maintain a designated grade point average for continued eligibility and to graduate. The quantitative standard requires that students complete their education program within a maximum time frame. Complete information on satisfactory progress can be obtained through our Web page or by contacting the Office of Financial Aid.

The Florida Resident Access Grant requires 24 completed credit hours during an academic year with a 2.0 GPA for renewal. The Florida Academic Scholars Award requires a cumulative grade point average of 3.0 for renewal. The Florida Merit Scholarship and the Florida Gold Seal Scholarship require a cumulative grade point average of 2.75 for renewal.

When a student fails to make satisfactory progress, no financial aid, including loan funds will be awarded. Students have the right to petition for reinstatement of financial aid if documentation of unusual family, medical or other circumstances contributed to the lack of progress. Contact the Office of Financial Aid for information on the petition process.

Priority Deadline – March 1

Financial aid funds are limited. Filing your FAFSA after January 1 but before March 1 increases your opportunity to receive scholarships and grant funds. The FAFSA can be filed before official admission notification. Filing for financial aid does not affect admission to the university. Estimated tax information is acceptable. Financial aid advisors are available to assist in the completion of the FAFSA. There is no charge for this service. **The Office of Financial Aid advises students not to pay a service to complete the FAFSA.**

Eligibility Requirements

To receive financial aid, a student must meet some fundamental eligibility requirements. A student must:

- be a citizen of the United States or permanent resident for federal and state funds;

- be enrolled as a degree seeking student;
- be making satisfactory progress toward a degree;
- be registered with the Selective Service, if required;
- be a high school graduate or possess a high school equivalency;
- not be in default on a federal student loan*;
- not owe a repayment on a federal grant*; and
- not have exceeded the annual or aggregate federal loan limits.

*The National Student Loan Data System (NSLDS) must indicate that a student is not in default or owe a repayment of a federal grant before Saint Leo will award and/or disburse any federal or state funds to a student.

Forms of Student Financial Assistance

Institutional Scholarship and Grant Aid – A FAFSA must be filed annually to receive any of these awards.

Saint Leo Endowed Scholarships and Donor Scholarships – Saint Leo is fortunate to offer scholarships made possible through the generosity of various donors. These scholarships are awarded by the Office of Financial Aid based on specified criteria. Students receiving endowed scholarships are requested to acknowledge this assistance by communicating appreciation to the donor. Endowed and donor scholarships may be used to replace previously awarded Saint Leo grant funds.

Federal Financial Aid Sources

Federal Pell Grant – Federal Pell Grants are awarded to students, who have not earned a bachelor's degree, are enrolled in a degree program and have exceptional financial need. Awards range from $200 to $4,000 and are based on financial need and enrollment status.

Federal Supplemental Opportunity Grant (SEOG) – The Federal SEOG is awarded by Saint Leo University to Pell Grant recipients. Awards are limited based on fund availability and financial need. These awards range from $500 to $1,000.

Federal Perkins Loan Program – A limited number of Perkins loans are made annually by Saint Leo to students with exceptional financial need. The interest rate is 5 percent, which begins after the student is no longer enrolled.

Federal Stafford Loan Program – All eligible students may receive a Stafford Loan regardless of financial need. Financial need is used to determine your eligibility to receive subsidized interest benefits. Students not qualifying for a subsidized loan may receive an unsubsidized loan. Interest accrues on unsubsidized loans while a student is enrolled in school and during grace periods. All principal payments are deferred until six months after graduation for subsidized and unsubsidized loans.

Federal Work Study – The Federal Work Study program provides students with financial need and an opportunity to earn money and gain valuable work experience. Funds are limited. These funds are not used to directly pay tuition or housing expenses. Students are paid for the time worked.

Federal PLUS Loan – To help meet educational expenses, parents may borrow through the Federal PLUS Loan. This is a low-interest, long-term loan, which is approved by a PLUS lender based on credit worthiness. Parents may borrow up to the difference between educational costs and the student's financial aid.

Grants for Florida Residents

Florida Resident Access Grant – The Florida Resident Access Grant (FRAG) is a tuition and fee restricted entitlement program for Florida residents attending Saint

Leo University as full-time, degree seeking students. This grant requires no repayment. It is given to Florida residents regardless of financial need or academic merit. To confirm eligibility, students must complete the FAFSA application. For the 2002-2003 Academic Year, the FRAG award is estimated to be $2686.

Florida Bright Futures – The Florida Bright Futures program provides for scholarships awarded on the basis of high school academic achievement. The Florida Department of Education determines the eligibility for the Florida Academic Scholars awards; the Florida Merit Scholarship; the Florida Gold Seal Scholarship and the Florida Academic Top Scholar Scholarship.

Florida Student Assistance Grant – The Florida Student Assistance Grant (FSAG) is awarded by Saint Leo University by funds made available through the state of Florida. Students must be enrolled full time in an undergraduate degree program and meet eligibility standards established by the Bureau of Student Financial Assistance. FSAG funds are limited and awarded based on the availability of funds. These awards are not transferable or portable.

Additional Sources

State Scholarships – If you are not a Florida resident, check with your state scholarship agency regarding your eligibility for state aid.

Alternative Loans – Various lenders offer educational loans that are not sponsored by the federal government. These long-term loans are subject to credit approval. The lender establishes the interest rates and repayment options. Please contact the Office of Financial Aid for further information.

Financial Aid for International Students

Institutional financial aid for international students is limited. Academic scholarships are available to international students on the basis of academic qualifications, and will be determined at the time the student's application for admission is reviewed.

Generally, international students must show evidence of ability to pay all direct and indirect costs of attendance. Indirect costs include expenses not covered by tuition, room/board and fee charges, and are such things as travel, personal living expenses, and living expenses when school is not in session and when the student is unable to return home and books. United States Immigration law requires non-U.S. citizens who are not permanent residents to submit a Declaration and Certification of Finances form as proof that assets are available to cover all costs of attendance.

Educational loans are available to international students through a variety of lending institutions. Virtually all require the signature of a U.S. co-signer. For more information, call, write or e-mail the Office of Financial Aid.

NOTE: Financial aid (including scholarships) for United States citizens living overseas will be determined as other United States citizens, that is, by academic qualifications and the results of the Free Application for Federal Student Aid (FAFSA).

Disbursement of Funds

All students attending Saint Leo University are charged tuition and fees. Students living on University Campus are charged for housing and meal plans. Students receiving financial aid will receive a bill from Saint Leo University.

Financial aid is disbursed in accordance with the financial aid award letter and after the add/drop period has ended. Awards may be adjusted if enrollment requirements have not been meet.

The Bursars Office is responsible for disbursing any financial aid funds in excess of tuition, fees and other costs.

See sections II, III and V for more specific information.

Withdrawal from the University

In accordance with Federal Title IV regulations, federal financial aid is earned based upon the length of time that a student is enrolled. When a student withdraws from Saint Leo University before 60 percent of the term or semester has been completed, a portion of any federal loans or grants will be refunded to the federal aid program. This applies to students who withdraw, officially or unofficially, from all of their classes. The Federal Title IV refund regulations are separate and distinct from Saint Leo University tuition refund policies. For further information, please contact the Office of Financial Aid.

Financial Information

Finance and Accounting Office Policies

1. The advance payment for each semester is non-refundable unless the student becomes academically ineligible. After classes begin, laboratory and special fees are non-refundable.
2. All regular charges are payable as billed.
3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to the University. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the University VA certifying officials at University Campus or Regional Continuing Education Center.
4. Grants and loans administered by the University are credited to the student's account in an amount prorated by semester or term.
5. Outside Scholarships: A student receiving an outside scholarship or other type of monetary award must present written evidence of the amount and conditions of the award to the University's Financial Aid Office. When the award is presented to the University the Bursar will credit that amount to the student's account. In certain cases these awards may be posted to the student's account as "pending financial aid," however if the award is not received by the University the award will be removed. In these cases the student is responsible for all charges.
6. Students on the Work-Study Program are paid semi-monthly by check for hours worked. A portion of a paycheck may be applied toward their fees.
7. For reasons of non-payment, the Bursar's Office may at times place a student on financial hold. Financial hold could consist of prohibiting registration, campus housing, class attendance, meal plan privileges and all other student privileges. No transcripts, diplomas, certificates of attendance or certain other official documents will be released if a student has financial indebtedness to the University. If a student is put on financial hold he/she should immediately contact the Bursar's Office at 1-877-375-2346
8. Errors: The University reserves the right to adjust clerical or computational errors in the aid award.
9. Unavailability of Funds: Awards are made subject to available funds. The University reserves the right to cancel or modify awards if funds are ultimately determined to be unavailable to the University.

Questions Concerning Charges and Payments

All questions from School of Continuing Education students relating to charges and payments should be directed to the Regional Continuing Education Center. All questions from University College and Graduate Program students relating to charges and payments should be directed to the Trane

Stop Student Service Center. Questions or concerns that cannot be resolved at the Regional Continuing Education Center or Trane Stop should be addressed to the Bursar's office.

Financial Responsibility

No transcripts, diplomas, certificates of attendance or certain other official documents will be released if a student has financial indebtedness to the University. If a student leaves the University with an unpaid balance, the University will have no other choice but to hold the student responsible for any legal and/or collection fees incurred by the University in collecting the unpaid balance.

Students must understand and agree that they are responsible for all charges occurring as a result of their educational activities. In many instances, some of the charges may be settled by a student's sponsor, employer or other interested party, however, the student is ultimately responsible for his/her account.

Personal Property

The University is not responsible for loss or for damage to the personal property of students. Ordinarily the insurance carried by a parent automatically provides or can be extended for this purpose. Students are encouraged to examine their current policy or to secure personal property/rental insurance. Students are also encouraged to establish bank accounts at a local bank so they do not have large amounts of cash in their rooms. An ATM is available on University Campus.

Refunds

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days if the student has not elected to have these funds retained in their account. Questions regarding refunds should be addressed to the Office of Accounting and Finance (Bursar's Office).

Student Affairs

The division of Student Affairs assists, nurtures and supports students and their peer communities through programs and services that facilitate intellectual, interpersonal and spiritual development. The staff is strongly committed to the total development – mind, body and spirit – of each student within our University community. This is accomplished through the development of a healthy and positive community that enables each student to develop social and interpersonal skills, foster leadership skills, explore career opportunities, cultivate sound ethical and moral principles, deepen spiritual commitments, and formulate a philosophy of life that embraces our Benedictine values of community, respect, excellence, personal development, responsible stewardship and integrity.

Departments within the division of Student Affairs are designed to assist a student's growth and development as a whole person by assisting all students in becoming more involved with campus activities and organizations. Saint Leo University recognizes that working with others through out-of-classroom projects, activities and events develops leadership, promotes community on the University campus and at the School of Continuing Education Regional Continuing Education Centers, creates a vibrant student life experience and generates strong school spirit for all.

Student Involvement

As active members of the University community, students are encouraged, individually and collectively, to express their views on institutional policy and matters of general interest to the student body. University College students can participate in the formulation and application of institutional policy, affecting both academic and student affairs, through standing committees, Student Government Union, and numerous ad hoc committees and organizations. Any students

concerned with an academic issue should contact the department director, School dean, or Center director. All issues concerning student life should be directed to the vice president for Student Affairs.

Code of Conduct

Students are expected to display respect for individuals and their rights within the Saint Leo University community setting. Persons at Saint Leo University locations are expected to express themselves through conduct, which does not deny other individuals the freedom to express their own individuality socially, emotionally, intellectually and spiritually, and does not deny other individuals their rights. The Student Handbook, which is available electronically, each year, contains detailed information concerning student guidelines and policies for students. Students are responsible for their behavior and the behavior of their guests on the campus at all times. Students may be suspended from the University if they are judged to be disruptive or at odds with normal standards of good citizenship. A University Campus student whose conduct on or off Campus is damaging to the special interests of the University may expect disciplinary action. Saint Leo University maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the University.

Personal Abuse

All members of the University community and guests are entitled to be free from harassment, coercion, sexual harassment, threat, disrespect and intimidation. Any statement or action that damages or threatens the personal and/or psychological well-being of a person will not be tolerated.

Personal abuse not only occurs when directed to the individual, but also occurs in the presence of the individual.

Students who feel that they have been subject to personal abuse by a faculty member, staff member or another student should report the incident to the vice president for Student Affairs, School dean or Center director.

Office of University Ministry and the Stewardship Center for Pastoral Ministry

University Ministry serves and nurtures the personal, spiritual and social justice concerns of the students, faculty and staff of the Saint Leo Community. We find our roots and resources coming from a living Catholic tradition rooted in the Benedictine heritage and reflecting very deeply the spirit of Vatican II. Ecumenically sensitive, we extend our ministry to all Christians as well as to our brothers and sisters of the Jewish, Muslim, and other faiths and welcome their own involvement in all our programs.

As a pilgrim community of faith centered in Jesus Christ, we try to understand and live out Benedictine values of hospitality, reverence, respectful listening, reconciliation and stewardship. In cooperation especially with Student Affairs as well as with the academic departments, University Ministry works to develop "a robust campus life." University Ministry and Student Affairs share programs as well support each other's endeavors. The most valued Benedictine value for University Ministry is hospitality or community-building in the residence halls and with the commuter students, so that we might learn to live and work together. Especially at the Sunday evening liturgy and through our Student Chaplains' ministry, we emphasize in a positive way that we truly are our brothers' and sisters' keeper. Here at Saint Leo we belong to each other. Thus we need to affirm and call forth the best in each other as well as to challenge any behavior or attitudes that destroy community and our sense of joy in living together.

That spirit of cooperation and community extends to University Ministry's work with the president's office and academic services in

regard to faculty and staff development in claiming our religious and Catholic roots. In terms of outreach to the larger Saint Leo Community, University Ministry works collaboratively with our own Center for Catholic-Jewish Studies and with Saint Leo alumni through joint efforts with Institutional Advancement and Alumni Relations. Our social justice outreach comes from the Samaritans Student Volunteer Program and our spring break service trip to Haiti.

Overall University Ministry and the Stewardship Center:

- make the liturgical life here come alive for the University Community,
- provide retreat experiences and other opportunities for spiritual and personal growth,
- assist in community service programs both on and off University Campus,
- provide spiritual direction and individual counseling,
- provide experientially-based programs to help deepen awareness of God, self and others, as well as of the mind-body-spirit connection,
- provide and encourage Bible study, faith-sharing and prayer groups,
- provide pastoral care in times of illness, death in the family and/or death of friend[s],
- provide ecumenical prayer services and memorials, penance services, and special events,
- provide opportunities to explore our Catholic and Benedictine heritage in the light of Vatican II theology and spirituality, and
- Provide sacramental preparation for marriage and for the other sacraments through the Rite of Christian Initiation for Adults [RCIA] including Baptism, Confirmation, Eucharist and Reconciliation.

The Center For Catholic-Jewish Studies

The Center is a partnership of The American Jewish Committee and Saint Leo University and is housed in the Office of University Ministry. The Center's activities include conferences, educational courses, lectures, publications and other related activities always done jointly by members of both religious families presenting the general public Jewish and Catholic points of view on vital topics of the day.

Since its inception the Center for Catholic-Jewish Studies has sponsored the following national conferences: "Divergence and Convergence in the Catholic-Jewish and Encounter" (2002); "Wisdom Ancient and New: How Jews and Catholics Make Moral Decisions in Their Public and Personal Lives," (2001); "The Evolution of Catholic-Jewish Relations During the Pontificate of Pope John Paul II," (2000); "Teaching the Holocaust: Catholic & Jewish perspectives," (1999); and "Catholic & Jewish Perspectives on Bio Ethics," (1998).

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Intercollegiate Athletics

The Intercollegiate Athletic Program is conducted under the auspices of Saint Leo University, the Sunshine State Conference and the National Collegiate Athletic Association (NCAA), Division II. The University offers competition for men in cross-country, soccer, basketball, baseball, tennis and golf. The University offers competition for women in cross country, soccer, volleyball, basketball, softball, tennis and golf.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Students must ensure that professors are informed in advance of their scheduled absences. This may be accomplished by providing each faculty member with a list of scheduled dates of absences. Freshmen students must qualify for athletic participation under the NCAA by-law 14.3 as follows:

Successfully complete a high school core curriculum of at least 13 academic courses including at least three years in English, two years in Mathematics, two years in Social Science, and two years in natural or Physical Science (including at least one laboratory class if offered by the high school), two years additional core classes as well as a 820 combined score on the SAT verbal and math sections or a sum score of 68 on the ACT.

Transfer students must met NCAA regulations, which vary depending on attendance at four-year or two-year institutions. The compliance coordinator at the University will handle transfers on a case-by-case basis.

To provide each University Campus student the opportunity for physical activity, the Marion Bowman Activities Center features a gymnasium with three basketball and volleyball courts, and a weight-training room.

In addition to the Marion Bowman Activities Center, there are outdoor lighted racquetball and tennis courts, lighted baseball and softball fields, and an outdoor basketball court and soccer field. Two commercial 18-hole golf courses are adjacent to the University Campus.

Alumni Association

The Saint Leo Alumni Association offers membership to all individuals who graduated from Saint Leo University, Saint Leo College, Saint Leo College Preparatory School and Holy Name Academy. Additionally, any former student who attended at least one year and whose entering class has already graduated is welcome as a member. There is no charge for membership.

The Alumni Association is an active organization that connects alumni with each other and with the University. Alumni gather regionally around the country throughout the year at alumni events. Alumni also gather at Saint Leo University in Saint Leo, Fla. each spring to celebrate class reunions.

The Office of Alumni Relations supports the Alumni Association, provides the link between alumni and the University and maintains alumni records. Saint Leo alumni now number over 40,000 and can be found in every state and 43 countries.

University College offers Saint Leo University students associate's and bachelor's degree programs in a traditional campus-based environment at University Campus, Saint Leo, Fla.

This section of the catalog contains information on policies and procedures which apply only to University College students and supplements Section I: University Information.

Academic Affairs

Special Academic Programs

Honors Program

The Honors Program serves the special needs and interests of highly motivated and academically talented students in our University College providing them with an opportunity to reach their potential for leadership both inside and outside the classroom. In the Honors Program, students representing a wide variety of intellectual perspectives meet on common ground, frequently debating controversial subjects and exploring personal concerns and interests.

The Saint Leo University Honors Program consists of an integrated sequence of six interdisciplinary courses, which are spread over the first three years of college and an extensive senior year honors project, which is carried out under the supervision of a distinguished faculty mentor.

Honors courses revolve around the reading, interpretation and assimilation of great books in the liberal arts and sciences. Informed absorption of great ideas, rather than mere acquaintance with them, is the goal of the program. The Honors Program does not seek to provide a comprehensive treatment of world intellectual achievement or to undertake a survey of Western civilization. Its purpose is to probe in-depth the original minds of a few significant thinkers, doers and dreamers.

Honors courses are small in size and emphasize responsive writing, discussion and collaborative learning. Each course has its own theme or focus, which is supplied by the instructor, but the entire sequence of honors courses is carefully integrated so that knowledge obtained in one course applies directly to the next. The Honors Program strives to reinforce the notion that a liberal arts education furnishes a coherent body of knowledge that serves the whole human being.

All freshmen honors students are provided with free state-of-the-art computers and high-speed access to the Internet. Each honors class uses a Web page to supplement classroom learning and every student is expected to maintain a personal Web page as an academic portfolio. Students frequently are involved in activities that explore the boundaries of computer enhanced learning.

Through their studies, honor students are able to enjoy the experience of analytical thinking, independent learning, intellectual discussion and critical expression. The honors curriculum covers Western civilization from its origins to the present. It consists of an integrated sequence of six courses plus two research courses:

HON 150	The Classical World View	(3)
HON 151	The Christian Vision	(3)
HON 250	The Humanistic Tradition	(3)
HON 251	The Scientific Revolutions	(3)
HON 350	The Human Condition Reexamined	(3)
HON 351	The Modern World View	(3)
HON 498	Honors Research Methods	(1)
HON 499	Senior Honors Project	(3)

The program is for the most part not an addition to the usual course of study but is another way for students to earn their bachelor's degree. Honors courses may be substituted for General Education requirements as follows:

HON	150	PHI 101 The Quest for Wisdom
HON	151	The 200 level Religion and Values Perspective
HON	250	FAS 101 The Integrated Arts
HON	251	One of the Scientific Perspective
HON	350	SSC 101 The Human Behavior Perspective
HON	351	SSC 102 The Global Perspective

Moreover, with the appropriate academic dean's approval, the research courses may satisfy upper-level major requirements.

The honors program is affiliated with the National Collegiate Honors Council, an organization of over 200 colleges and universities that serves as the national organization for honors programs. In addition, Saint Leo University participates in the Southern Regional Honors Council, which is an affiliate of the National Collegiate Honors Council. In recognition of outstanding academic achievement, Saint Leo provides an Eighth Semester Tuition Grant for students who complete the honors program and meet the grant's requirements. The grant is awarded in an amount sufficient to cover the eighth semester tuition costs of a maximum of 18 semester hour credits for which students do not have applicable financial aid. To receive the grant, students must remain in good standing in the honors program through three and one-half years at Saint Leo, maintaining a 3.5 cumulative grade point average.

The admission requirements to the program are usually a high school grade point average of 3.0, a TSWE score of 50, and a combined SAT score of 1,100 or an ACT score of 24. Students who complete the freshman year with a 3.25 or higher grade point average may also be invited to join the program.

To graduate from the honors program, the student must meet all university graduation requirements with a cumulative 3.25 GPA, must have completed the required honors coursework with a cumulative 3.25 GPA in honors classes, and must receive a grade of B- or better for the senior honors project. Students who receive final grades of C+ or lower in two honors core courses can no longer register for honors courses nor receive further honors benefits.

For further information and application forms, contact the director of the Honors Program, MC 2127, P. O. Box 6665, Saint Leo University, Saint Leo, Fla. 33574-6665.

International Education/Study Abroad

Saint Leo University is a global university. We believe that all students can improve their education by gaining an international perspective. The best way for students to understand cultural differences and gain a global perspective is by studying abroad. For those interested in international business or international relations, a study abroad experience is particularly important.

To assist our students in finding opportunities abroad that fit their individual academic programs, the University offers students the opportunity to study in Paris, France; Engelberg and Leysin, Switzerland; Rome, Italy; Quito, Ecuador; Madrid, Spain; Australia; Limerick and Belfast, Ireland; Essex at Canterbury, Leicester, London, Sunderland and York, England; and, through an unpaid internship, in London, England.

For further information regarding study abroad opportunities, students should contact their academic advisor or the International Student Coordinator in Student Affairs.

Internship Programs

Internships are an important part of the Saint Leo University academic experience. Every Saint Leo major offers students the opportunity to test theory against practice in a real world, real work setting. Every Saint Leo student is encouraged to work with their academic advisor and the Internship Director to select an appropriate internship. Internship programs introduce and develop self-directed learning and real world skills. Interns confront different learning experiences than what is encountered in the classroom.

The students formulate a series of learning objectives that spell out their strategic plan for what they intend to learn during their internship experience. Each intern has a written agreement negotiated between the student, his/her internship advisor and the work site supervisor. A written plan helps each student direct, manage and reflect upon the learning process for the internship. Each objective has the following three components:

1. Learning Objective: What it is that I want to learn.
2. Activities/Resources: How am I going to learn it?
3. Evaluation/Verification: How am I going to demonstrate what I learned?

Internships are offered every semester and in the summer. Students have pursued internships in the greater Tampa area, Orlando, Miami, New York, Washington, D.C., London and Switzerland.

Liberal Arts in Management Program (LAMP)

Students from the School of Arts and Sciences who complete the following sequence of classes will be awarded a certificate of completion of the Saint Leo University Liberal Arts in Management Program. This program is designed to allow liberal arts majors to gain additional insights into the world of business and serves to prepare these students for careers that may involve business or business-related activities.

The program consists of the following courses:

GBA 105 Introduction to Business	3
GBA 106 Introduction to Accounting & Finance	3
GBA 321 Essential Business Skills	3
MGT 301 Principles of Management	3
MKT 301 Principles of Marketing, or MGT 425 Management Internship	3
Total	**15 credits**

Learning Enhancement for Academic Progress (LEAP)

LEAP is designed to assist first-time freshman students who do not meet standard admission requirements for University College but who exhibit potential for academic success. A limited number of students are admitted to this structured program each year. The central component of the LEAP program is a four-week summer program immediately preceding the fall semester for which the student has applied. Students will be enrolled in UNV 101 (2 credits), UNV 102 (2 credits) as well as career counseling and leadership training. Students will learn reading and study skills, time management strategies and become skilled in computer usage.

Students will be closely monitored during the fall and spring semesters of their freshman year in order to provide the best support services for student success. LEAP students will abide by the following University rules and requirements:

1. Register for a maximum of 13 credit hours for the fall semester, unless a larger credit hour is approved by the Director of LEAP.
2. Meet weekly with his/her advisor and with the director of LEAP as required.
3. Abide by all University rules and regulations. A recommendation by the Office of Student Affairs that there is cause for dismissal from the University for disciplinary violations will be cause for immediate termination of enrollment.
4. Achieve a 2.0 grade point average at the end of the fall semester. If a 2.0 is not achieved, a student may register for a second semester only with the approval of the program director and the faculty advisor.
5. Achieve a 2.0 at the end of the spring semester.

Students who meet all the required standards of progress will advance to the sophomore year without condition in any major for which they qualify. Students

interested in majoring in elementary education must meet the guidelines established by the State of Florida (see Elementary Education Major).

Pre-Professional Programs

Basic pre-professional courses leading to graduate study or to entrance into professional schools are offered in a number of fields including law, medicine, dentistry, osteopathy, nursing, social work and veterinary science. Pre-professional faculty advisors work closely with students to explore opportunities in professional schools and to select courses that will help students reach their goals.

Students should plan to use the liberal arts as the foundation for more specialized study at another institution and are advised to consult an advisor in their special field of interest for a suggested outline of required subjects as soon in their academic program as possible. Students should also consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field but do vary somewhat among professional and graduate schools.

Pre-Health Professional Program

Students interested in pursuing careers in medicine, dentistry, osteopathy, nursing, and veterinary science are encouraged to obtain the bachelor's degree with a major in biology and a minor in chemistry, however, health profession graduate programs do not require the biology major. Students with an interest in optometry, pharmacy, or other pre-professional medical programs should consult with the pre-health profession advisor. All students interested in careers in the health professions should meet with the pre-health professions advisor during their first semester.

Pre-Law Professional Program

Law schools do not require any particular undergraduate major. Instead, law schools look for students who can write well, think clearly, and solve complex problems. A strong liberal arts based program of study that develops critical thinking skills, then, is the best preparation for law school.

At Saint Leo, our pre-law advisor works with students to select a major, choose electives that will enrich their understanding of the humanities, social and natural sciences, and prepare for law school selection.

Particularly useful courses include those that develop analytical skills. Philosophy, logic and mathematics, communication skills such as speech and writing, and knowledge of social institutions, such as criminal justice, history and political science are particularly valuable. In addition, pre-law students are encouraged to enroll in POL 123 Introduction to Law and the Legal System, POL 326 United States Constitutional Law I, POL 327 United States Constitutional Law II and GBA 231 Business Law I. All pre-law students are also encouraged to enroll in an Internship to help them explore the many dimensions of the legal profession.

Students who are considering a career in law should meet with their academic advisor before the end of their junior year.

Military Science

Army ROTC

(Reserve Officers' Training Corps)
Phone (352) 588-8685
E-mail address: armyrotc@saintleo.edu

The Department of Military Science for the Army Reserve Officers Training Corps (Army ROTC) selects and prepares full time students to serve as officers in the regular and reserve components of the United States Army. The curriculum is designed to develop students' leadership potential and improve their planning, organizational and managerial skills.

Army ROTC instructional curriculum is divided into two phases: the first two years constitute the Basic Course; the last two years constitute the Advanced Course. The department offers both a four and two-year program, each leading to a commission as a second lieutenant in the United States Army. The four-year program requires completion of the Basic Course, a five-week field-training course, and completion of the Advanced Course. Students with prior active military service or previous training at military schools may qualify some or all of the Basic Course. Students with questions concerning the various options should contact the professor of military science for further information. Enrollment is open to qualified students at all levels, including graduate students. Course academic offerings are published each semester.

Army ROTC four, three and two-year scholarships: Army ROTC Scholarships are offered for qualified applicants. Scholarships are awarded on a competitive basis in all academic majors. The scholarship pays full tuition, books, lab fees and certain other academic expenses. All Advanced Course and scholarship students receive a monthly subsistence payment that ranges from $250 as a freshman to $400 as a senior. This is in addition to the pay of approximately $700.00 while attending the five-week field-training course during the Summer Senior Advanced Leader Training Course at Fort Lewis, Wash.

Students not attending on an Army scholarship may take the 100 and 200 level courses with no obligation to the Army. Army scholarships and service obligation options are discussed in class.

Additional skills training: Airborne School, Air Assault School and the Northern Warfare School are available to both Basic and Advanced Course students during semester breaks. Additional skills training also are available during the academic year to include first aid, rappelling, orienteering, etc.

Basic Course: The Basic Course consists of four semesters of classroom instruction. Students take a one credit hour academic course with a leadership lab and a one credit hour Army Physical Readiness course each semester. Students incur no military commitment by participating in Basic Course instruction.

Advanced Course: The Advanced Course consists of four semesters of classroom instruction. Students take one, three credit hour academic course with a leadership lab and a one credit hour Army Physical Readiness course each semester. Field training exercises and a five-week training phase during the summer. The Advanced Course is designed to prepare the student who desires to be a professional Army officer for duty, either active Army, Army Reserve or Army National Guard.

Job Opportunities: The newly commissioned officer can be guaranteed Reserve or National Guard duty or compete for an Active Duty commission. Prior to commissioning the student may request to serve in a number of career fields to include aviation, engineering, medical law, law enforcement, logistics and personnel administration.

Requirements for an Army ROTC Commission: Students who desire to earn a commission as a second lieutenant in the United States Army must meet the following requirements: take four semesters of the ROTC Advance Course, complete successfully the Professional Military Education Courses (written communication skills, computer literacy, and military history), attend the Senior Advanced Leader Training Course, maintain and graduate with a minimum of a 2.0 GPA, successfully complete the Army Physical Readiness Test, and comply with the Army height and weight standards and other requirements of the United States Army.

Undergraduate Program of Study: See Courses of Instruction.

Air Force ROTC

Air Force Reserve Officers Training Corps (AFROTC) curriculum includes 12-16 hours of instruction by active duty Air Force officers over a two to four-year period. A student who completes the AFROTC program will receive an Air Force commission as a second lieutenant and is guaranteed a position in the active duty Air Force at a starting salary of approximately $28,000 per year.

AFROTC is offered as either a two or four-year program. The four-year program normally requires a student to successfully complete all degree requirements for award of a bachelor's degree, 16 course hours of AFROTC classes and a four-week field training encampment between his/her sophomore and junior years. The two-year program gives students who do not enroll in the AFROTC during their freshman and sophomore years the opportunity of taking AFROTC. Students should apply for the two-year program by December of the sophomore year. The student attends a six-week field training encampment in the summer prior to program entry. Upon entering the program, the student then completes all undergraduate degree requirements and 12 credit hours of AFROTC courses.

ROTC students take a 1.5-hour non-credit leadership laboratory in addition to the academic classes. Students wear the Air Force uniform during these periods and are taught customs and courtesies of the Air Force. Leadership laboratory is open to students who are members of the ROTC program or are eligible to pursue a commission as determined by the professor of aerospace studies.

AFROTC four, three and two-year scholarships are available for eligible applicants. These scholarships pay all tuition, fees and books, and a $150 per month tax-free stipend. Non-scholarship students in the final two years of the program are eligible for the Professional Officer Course Incentive (POCI) and the monthly $150 tax-free stipend.

Students interested in the program should contact the University of South Florida AFROTC Det. 158 at 813-971-3367.

Graduation Awards

The following awards are given to members of the graduating class from University College:

The **Clara McDonald Olson Scholarship Award** to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their University credits from Saint Leo University.

The **John I. Leonard General Excellence Award** to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership and general excellence for which Saint Leo University stands.

The **Abbot Marion Bowman Activities Award** to the member of the graduating class whose participation and leadership in extracurricular activities has been of the highest order.

The **Thomas B. Southard Leadership Award Sabre** to the Army ROTC graduate who best demonstrates leadership achievement in both advanced camp at Fort Bragg, N.C. and University Campus ROTC classes and labs at University College. The military sabre is donated by the Alumni Office and the Department of Military Science.

Course Load and Overload

Full-time University College students enroll in between 12 and 18 credits during the fall and spring semesters. The typical full-time course load is five courses.

Students who wish to enroll in 19 or more credits during any term should be in their junior year, have a minimum 2.50 grade point average, and have the written approval of their academic advisor and academic dean.

A tuition fee is charged at the rate of $200 per credit for 19 or more credits taken during any semester.

Distance Learning Internet-based courses

Saint Leo offers numerous Internet-Based courses through our Distance Learning program. These courses are designed primarily to meet the needs of adult learners. Education of full-time, traditional-age undergraduate students is best accomplished through classroom experiences.

At the same time, we recognize that some traditional-age undergraduates have specific needs that can be best met by enrolling in an online course. University College traditional-age undergraduate students who wish to enroll in an online course must:

1. have the permission of their advisor.
2. generally have junior standing.
3. have attained a minimum GPA of 2.3 in all completed coursework.

University College traditional-age undergraduate students may not enroll in more than one Internet-based course per semester and no more than two Internet-based courses during the summer.

To enroll in an Internet-based course, students should first meet with their advisor.

Final Examinations

For courses offered in the University College program, final examinations are scheduled after the last instructional class period of each semester and summer session. University College students should not plan to leave campus until after the last day of final exams for the fall, spring and summer terms, and they are advised to make their travel arrangements for the entire year as early as September. The final exam schedule is announced at the start of the semester to give students time to make travel arrangements.

Admission Procedures and Requirements for University College

Students intending to enroll for undergraduate study at University College may obtain an application from the Office of Undergraduate Admission, Saint Leo University, PO Box 6665-MC 2008, Saint Leo, Fla. 33574-6665 or by calling (800) 334-5532. The application is available at the University's website, www.saintleo.edu.

Application Timetable:

Classification	Term	Application Due Date	Decision Announced	Candidate Reply Date
First Year Candidates	Fall Term Spring Term	March 1* Nov 15*	Within 2 weeks of completing the application	May 1 Jan 1
Transfer Candidates	Fall Term Spring Term	Aug 1* Dec 1*	Within 2 weeks of completing the application	Within 2 weeks of notification of admission
International Candidates	Fall Term Spring Term	June 1 Oct 1	Within 2 weeks of completing the application	Within 2 weeks of notification of admission

*Applications for admission are accepted and admission decisions are made on a rolling basis. The application due dates are priority dates only.

Admission Procedures for University College

The Office of Undergraduate Admission reviews and admits students based on evidence of satisfactory academic performance, community service, leadership, work experience and special talents. Students offered admission are expected to offer a positive contribution to the University community.

Application Procedures for Freshmen

In order to be considered for admission to Saint Leo University, the following documents must be *received* in the Office of Admission:

1. **Application form.** Applications submitted according to the priority deadlines outlined in the application timetable will receive priority consideration, but all applications will be processed as quickly as possible regardless of date received. Applications may be obtained from the Office of Admission or on our web page—www.saintleo.edu.
2. **Official High School Transcript.** The transcript should include at least the first marking period senior grades. Final transcripts are required of all admitted students at the end of the senior year, and transcripts may be requested earlier to monitor an applicant's progress.
3. **High School Guidance Counselor Recommendation.** The recommendation must be sent to the Office of Admission directly from the secondary school counselor. A recommendation letter from a teacher is an acceptable substitute for the guidance counselor recommendation form.
4. **Application Fee of $35 (non-refundable).** The fee should be sent in the form of a check or money order made payable to Saint Leo University. Guidance counselors may submit a University board fee waiver or letter outlining unique circumstances if the application fee presents a financial hardship to the applicant.
5. Scores from the **Scholastic Assessment Test (SAT I)** or **(American College Testing Program (ACT).** These scores are required of all domestic applicants and may be submitted directly from either the appropriate testing agency or from the high school guidance counselor. SAT or ACT scores appearing on the official high school transcript will be deemed official.
6. **High School Athletes** who wish to participate in University athletics must receive eligibility clearance from the NCAA Clearinghouse, PO Box 4044, Iowa City, Iowa 52243-4044.
7. **Veterans** must submit a copy of DD-214 (Certificate of Release or Discharge from Active Duty).

Students are encouraged to visit the campus. While interviews are not required, a visit permits the candidate to talk with an admission counselor, tour the campus, visit classes and meet faculty and students. Arrangements for visits may be made by calling the Office of Admission at 800-334-5532 or (352) 588-8283, or by e-mailing admission@saintleo.edu.

The Admissions committee suggests, as a minimum, the following distribution of 16 college preparatory academic units:

English	4
Mathematics	*3
History & Social Sciences	3
Social Sciences	2
Foreign Language	2
Elective	2

* It is strongly recommended that students successfully complete Algebra I & II and Geometry to be considered for admission to full-time undergraduate study.

Addition: First time in college students must have at least a 2.3 GPA in college preparatory academic units upon application to Saint Leo University. An applicant must have a minimum SAT score of 900 or an ACT score of 19. If either of these criteria is not met, admission to the University may still be considered, but the student will be asked to schedule an interview with an admission representative.

Early Admission

Saint Leo University welcomes accelerated students to apply for early admission. Saint Leo University also encourages exceptionally gifted and motivated students to apply whenever it is appropriate.

Generally speaking, early admission applicants who have accelerated their high

school program, are eligible to seek admission after completion of their third year in high school. Early admission applicants must have earned a high school diploma or its equivalent, or have arranged with their high school to be awarded a high school diploma after a freshman year in college, and have completed all of the prerequisite coursework, or the equivalent, as required by Saint Leo University. In special circumstances, well-qualified students may substitute test results, portfolios or other work products for prerequisite coursework.

An early admission candidate must meet the general admission criteria established for all freshman students. In addition, early admission candidates must:

1. submit a strong letter of recommendation from a high school counselor, psychologist, faculty member or other professional persons familiar with the student's qualifications;
2. submit a letter of support from the parent(s) or guardian(s); and
3. interview with the director of undergraduate admission. Interviews with other administrators and/or faculty members may also be required.

In addition, unique students who have superior SAT/ACT test scores, outstanding grade point averages and/or who have been identified as exceptionally gifted or talented may be considered for early admission at any time after completing the eighth grade. These special students must demonstrate the prerequisite skills and knowledge levels predictive of success through documented performance, an independent study portfolio and/or test scores.

To be admitted, these extraordinary students must also demonstrate the intellectual, social and emotional maturity to benefit from higher education, and must be deemed developmentally ready for a college learning experience. Saint Leo University is dedicated to developing a cohort of exceptionally gifted, young students and offering them the opportunity for advanced study in a nurturing, stimulating environment with individualized attention. Admission is granted to such students on a case-by-case basis.

Advanced Placement

University credit for advanced placement examinations will normally be given in those subjects in which a candidate achieves a score of 3 of higher. Students may receive credits in American History, American Government, European History, Biology, Calculus, Computer Science, Chemistry, English, Mathematics, Physics, Spanish and Music.

The University Entrance Examination Board advanced placement tests are given during the month of May. Information about schedules, subjects, test sites and fees may be obtained from your high school guidance counselor or from the CEEB Advanced Placement Tests, Box 592, Princeton, N.J. 08540. The applicant should request to have the test scores sent directly to the Office of Admission from the testing agency. See the chart in the Admissions section of this catalog year for a complete description of advanced placement credit.

Learning Enhancement for Academic Progress Program (LEAP)

LEAP is designed to assist first-time freshman students who do not meet the regular admissions requirements for Saint Leo University but who exhibit potential for academic success. A limited number of students are admitted to this structured program each year.

In addition to the regular Saint Leo University application materials, students interested in admission to LEAP are encouraged to submit a personal statement indicating the reasons they want to participate in the program and why they will be successful at Saint Leo University given their past academic performance. A personal interview with the director of LEAP may also be required.

Inquiries regarding the admission to LEAP should be directed to the Office of Admission, Saint Leo University.

Evaluation of Home-Schooled Applicants

Saint Leo recognizes that a growing number of students and families may choose a home-schooling alternative in place of a traditional secondary school experience. In order to assess a home-schooled applicant's likelihood of success at Saint Leo University, the Office of Admission requires several forms of documentation ***in addition to*** the standard application materials.

Applicants for admission to Saint Leo who have completed some or all of their secondary education in a home-schooling environment will be required to submit the following:

1. **Application form.** Applications submitted according to the application deadlines outlined in the application timetable will receive priority consideration, but all applications will be processed as quickly as possible regardless of date received. Applications may be obtained from the Office of Admission or on our Web page – (www.saintleo.edu).
2. **Official high school transcript along with a bibliography of all reading material throughout high school, including textbooks.** The transcript should include at least the first marking period senior grades. Final transcripts are required of all admitted students at the end of the senior year, and transcripts may be requested earlier to monitor an applicant's progress.
3. **Two letters of recommendation** (with at least one of these from an individual outside the applicant's home). The recommendation letters must be sent directly to the Office of Admission.
4. **Application Fee of $35 (non-refundable).** The fee should be sent in the form of a check or money order made payable to Saint Leo University.
5. **Scores from the** Scholastic Assessment Test (SAT) **or** (American College Testing Program (ACT). These scores are required of all domestic applicants and may be submitted directly from either the appropriate testing agency or from the high school guidance counselor. SAT or ACT scores appearing on the official high school transcript will be deemed official.
6. **Portfolio of sample work completed.** The portfolio should contain representative writing samples as well as samples of work done for various courses.
7. **Personal interview.** Home-schooled applicants should interview in person or by telephone with the director of Undergraduate Admission.

Readmission

University College students who voluntarily or involuntarily withdraw from the University for one or more full semesters lose degree-seeking status. Students who wish to return to University College are required to submit an application for readmission to the Registrar's Office at least one month before the intended date of their reentry to the University. Students who have attended another institution during their absence from Saint Leo University are required to have all academic transcripts sent to the Registrar's Office, MC 2279, Post Office Box 6665, Saint Leo, Fla. 33574.

Students who have been suspended for academic deficiencies or for disciplinary reasons for one or more semesters are required to submit a written appeal and append it to their application for readmission to the Registrar.

Deferred Admission

An admitted candidate may choose to defer admission for up to one academic year in order to pursue other personal interests. An admitted candidate who wishes to defer admission may not attend any other educational institution during the time period in

which he/she is deferring enrollment at Saint Leo University.

To defer admission, a written letter of request must be submitted to the vice president for enrollment. A non-refundable tuition deposit of $200 must be submitted at the time the request for deferment is made. All deferment requests must be received 30 days prior to the commencement of the term for which the student was originally admitted.

Transfer Student Admission Requirements

Students transferring to the University's undergraduate program are required to submit the following materials in accordance with the schedule that appears in the application procedures for undergraduate students:

1. **Completed application** with non-refundable **$35 application fee**.
2. An **official transcript** from *each* post-secondary institution attended, regardless of the number of credits completed. The transcript must be mailed directly from the institution to the Office of Admission.
3. **Recommendation from the dean of students** or a current professor from the institution most recently attended by the student.
4. If the candidate has fewer than 24 academic credits* at a post-secondary institution, he or she will be required to submit official copies of the high school transcripts with date of graduation (or GED) and standardized test scores.
5. Veterans must submit a copy of DD-214 (Certificate of Release or Discharge from Active Duty).

* Credit will only be granted for courses in which the student received a D or higher at a regionally accredited post-secondary institution.

To be admitted as a transfer student to Saint Leo University, a student must be in good academic and social standing at the institution most recently attended.

Evaluation of Transfer Applicants

Once the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the admissions committee for evaluation. Admission of each applicant will be determined by the transfer coordinator and the director of undergraduate admission.

International Student Admission Policies

International students are required to have all documents and credentials submitted in accordance with the schedule in the application timetable for University College, School of Continuing Education or Graduate Programs.

Saint Leo University recognizes all international diplomas and credits taken at accredited secondary and post-secondary institutions once all appropriate official documentation and credentials are received and translated (where necessary). Credit is granted in accordance with the National Association of Foreign Student Advisors (NAFSA) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Students presenting diplomas indicating academic work beyond the high school level may receive up to one year of university credit. The Registrar and the academic divisions will determine the exact number and nature of courses granted once course syllabi, catalogues and credential translations are complete.

English Language Proficiency

All international candidates for admission must prove English language proficiency in *at least one* of the following:

1. A *minimum* score 550 (paper based) or 213 (computer based) on the Test of English as a Foreign Language (TOEFL).
2. A minimum of 450 on the verbal component of the SAT.

3. Grades of B or higher in English composition courses where English is the language of instruction.
4. For transfer students, two semesters with grades of B or higher in English composition courses at regionally accredited post-secondary institutions in the United States.
5. Successful completion of a NASFA-recognized ESL program.

Application Procedure for Undergraduate International Students

International students are required to submit the following items to complete an application for admission:

1. **Completed application** with non-refundable **$35 application fee.** Funds must be drawn on U.S. banks and made payable in U.S. dollars.
2. **Original or certified copies of examination results, diplomas and course syllabi.** Credentials need not be translated; Saint Leo University will accomplish translations and evaluation of all documents upon receipt of the **$100 translation fee.** These fees are for processing, translation and evaluation purposes and are non-refundable.
3. **Standardized test scores** from either the SAT I or the ACT are highly recommended. The results of these tests will be used in determining scholarship eligibility.
4. **Proof of English language proficiency.** English proficiency may be demonstrated by submitting qualifying TOEFL scores or by meeting other approved criteria in lieu of the TOEFL as outlined above.
5. **Letter of recommendation** from a teacher, headmaster, or school counselor.
6. **Completed Declaration and Certification of Finances.**

A student visa (I-20) will be mailed to all admitted students upon receipt of a $350 tuition and housing deposit.

Enrollment Deposit

Students offered admission to the University must submit a $200 enrollment deposit to reserve their place in the entering class. The deposit will appear as a credit toward tuition costs for the student's first term of enrollment. Saint Leo University adheres to the National Association for College Admissions Counseling (NACAC) guidelines regarding enrollment deposit deadlines.

For students entering in the fall semester, the enrollment deposit is due by May 1. For students admitted after that date, and for students wishing to enroll for the spring semester, the deposit is due within two weeks of the notification of admission.

Deposits can be paid by a check or money order, made payable to Saint Leo University. The University also accepts all major credit cards. International students may pay their deposit by international money order or wire transfer.

Once the deposit is received, the University will provide information regarding residence life, on-campus housing, registration procedures and orientation.

Students who plan to live on campus in University housing must submit a $150 room deposit in order to receive a housing and roommate assignment.

Student Financial Assistance

Institutional Scholarship and Grant Aid – A FAFSA must be filed annually to receive any of these awards.

Saint Leo Academic Scholarship – This scholarship is awarded to full-time University Campus students. All students are automatically reviewed for this scholarship at the time of admission. This award is made independent of financial need. The scholarship may be renewed on continued satisfactory academic performance.

Saint Leo Military Alumni Scholarship – A scholarship of $5,000 is awarded to students attending University College, full time. Recipients must be the dependent child of a serviceman or woman who has either graduated from or is currently enrolled in a Saint Leo University program at one of our military centers only.

Saint Leo Phi Theta Kappa Scholarship – A scholarship of $5500 is awarded to transfer students as traditional full-time undergraduate day students at University Campus and who are members of Phi Theta Kappa.

Saint Leo Athletic Scholarships – Scholarships are awarded to outstanding athletes who participate in intercollegiate programs. Additional information can be obtained through the director of athletics.

Saint Leo Family Tuition Reduction Plan – Saint Leo offers a tuition reduction to families with dependent children attending University College simultaneously as full-time students. A 10 percent reduction per semester is provided when two siblings attend. A 15 percent reduction per semester is provided when three siblings attend. A 20 percent reduction per semester is provided when four siblings attend.

Eighth Semester Tuition Grant for Honors Program Students – This grant is awarded to second semester seniors, who have been members of the Honor Program since their first semester on University Campus, have been in the Honors Program for three and one-half years, have remained in good standing in the program and have a 3.5 cumulative GPA at the end of the sixth semester. The eighth semester tuition grant is awarded in an amount sufficient to cover the costs of a maximum of 18 semester hour credits for which students do not have applicable financial aid. The award is contingent upon the seventh semester's academic progress.

Financial Information

Undergraduate Expenses on University Campus

	Per Semester	Per Year
Tuition	$6,375	$12,750
Study Abroad Program	$10,000	$20,000

Tuition Rates

The charge per credit hour is $350 through eleven credit hours. Thereafter, the following applies:

	Credits	Charge
	12-18	$6,375
	19 and above	$200 per credit hour
Study Abroad Program	12-18	$10,000

Summer Session Tuition Rates

To Be Determined.

Fees

	Per Semester	Per Year
Student Health Plan		$415*
*may be waived with appropriate proof of family or individual insurance		
Student Activity Fee	$110	$220
Orientation Fee (one-time fee)	$200	$200
Security Deposit (non-refundable)		$150
Tuition Deposit (non-refundable)		$200**
**applied to full charges upon attendance		

Meal Plans

The University provides a boarding program for all resident students. All resident

students are required to be on one of the following meal plans:

	Per Semester	Per Year
Meal Plan	$1,617	$3,234

Price includes sales tax of $91.53 per semester/$183.06 per year.

Residence Hall Room Rates

	Per Semester	Per Year
Marmion/Snyder Double Room	$1,800	$3,600
Marmion/Snyder Double Single	$2,785	$5,570
Marmion Physical Single	$2,235	$4,470
Benoit/Henderson Double Room	$1,800	$3,600
Benoit/Henderson Double Single	$2,785	$5,570
Henderson Physical Single	$2,235	$4,470
Henderson Triple Room	$1,350	$2,700
Henderson Quad Room	$1,350	$2,700
Roderick Room/ Physical Single	$2,225	$4,450
Alumni Double Room	$2,030	$4,060
Alumni Double Single	$2,970	$5,940

A limited number of single rooms are available.

Other University Campus Fees

Application Fee $35
International Student Application Fee $35
International Credential Evaluation Fee $100
Graduation Fee
B.A., B.S., B.S.W. $100
A.A. $50
Replacement Diploma $25
I.D. or Food Card Replacement $10
Registration/Transcripts/Withdrawal
Late Registration or Payment $15
Transcripts $5
Rush and Overnight Delivery $25
Withdrawal (Each Course) $15
Reinstatement of Registration $15
Tuition Deposit (non-refundable, but applied to full charges upon attendance) $200
Security Deposit (Room) $150
Deferred Payment Fee $25
Private Instruction Fee $288
Course Challenge Fee $50
Network Interface Card (NIC) *$100

*NIC price subject to change

Parking Decal:
Resident student
(Price includes $0.56 sales tax) $10
Non-resident student
(Price includes $0.28 sales tax) $5
Miller Analogies Test Fee $45
Research Fee
(accounts over 5 years old) $25
Returned Check Fee $30
Capstone Course Assessment Fee .... $50-$125*
*Varies by Capstone Course
Course fees may apply

Students enrolled through University College may, with the permission of their academic advisor, take courses offered through the School of Continuing Education Regional Continuing Education Centers or the Center for Online Learning. When they take courses offered through the Center for Online Learning, they will be charged the Center rate.

Late Fees

Effective September 1, 2002, unpaid balances will be subject to a late fee of 1% monthly (12% annually)

Methods of Payment for University College Students

Saint Leo University Monthly Payment Plans

As a courtesy to students the University offers several monthly payment options. Plans include a 12-month early enrollment plan (July Plan), which spreads payments over a 12-month period, interest free, starting July 1st. The standard 10-month plan (August Plan) spreads payments over a 10-month period, interest free, starting August 1st. The eight-month late enrollment plan (September Plan) is charged an annual interest rate of 10 percent starting on September 1st. To enroll in these plans please contact the Bursar's Office at (877) 375-2346 to request an application. Once the application is completed, return it with the $25 application with the first payment. Contact the Bursar's Office to determine the amount of the first payment on the eight-month late enrollment plan. A late fee of $15.00 will be assessed for payments not made as scheduled. A $30.00 service fee will be charged for all returned checks.

Payments may be made by cash, check, MasterCard, Visa, Discover Card or American Express. If a student owes a balance from a previous semester, a parent co-signature may be required. If for any reason a student does not make pay a deferred payment on time, the student is to immediately contact the Bursar's Office to make arrangements for the missed payment. If the student defaults on the deferred payment plan, the Bursar will have no other choice but to put the student on financial hold. Therefore, it is imperative that the student contact the Bursar's Office so that together, a solution may be found to the student's problem. If the student, for any reason, leaves the University with an unpaid balance, the Bursar's Office will have no choice but to hold the student responsible for any legal and/or collection fees incurred by the University in collecting the unpaid balance.

Family Tuition Grant

Families* with more than one dependent member attending University College simultaneously as full-time traditional students in the day program benefit from the following tuition schedule:

Two member:	10 percent reduction per semester per member.
Three member:	15 percent reduction per semester per member.
Four member:	20 percent reduction per semester per member.

*Members of the household as contained in at least one student's most recent federal tax return.

Refunds

In case of withdrawal from University Campus it is the responsibility of the student to make formal application through the Office of Academic Student Support Services, located in Lewis Hall, before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid.

Refunds of tuition as a result of complete withdrawal from the University Campus are made on the following schedule after deductions for non-refundable amounts:

Tuition

Within drop/add period	100 percent
Up to 10 percent of the term has been completed	90 percent
More than 10 percent and up to 25 percent of the term has been completed	75 percent
More than 25 percent and up to 50 percent of the term has been completed	50 percent
More than 50 percent of the term has been completed	No Refund

Refunds of meal plans are calculated as a pro rata amount of the meals not used after

the effective date of complete withdrawal from the University.

Laboratory and special course fees are 100 percent refundable if complete withdrawal from the University occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are non-refundable.

Other non-refundable amounts are as follows:

$200 Tuition Deposit
$200 Orientation Fee
$50 Withdrawal Administration Fee

All Housing Costs including $150 Room Reservation Fee

Refunds for first time in university students who withdraw before 60 percent of the semester has been completed shall be calculated on a pro rata basis as defined by federal regulations.

Appeals regarding refunds shall be submitted **in writing** to the Bursar, MC2097, Saint Leo University, P. O. Box 6665, Saint Leo, Fla. 33574-6665.

Student Affairs

The office of vice president for Student Affairs is located in deChantal Hall. Students with personal and campus concerns and questions should contact this office for assistance and information. The vice president for Student Affairs and student affairs staff practice a student-centered, student-first philosophy of service. The student code of conduct, which is in place for the safety and well being of our university campus community, is enforced by the vice president for Student Affairs. The Student Affairs staff is further involved in student life by sponsoring numerous programs and activities, planning and coordinating new student orientation, providing leadership training and opportunities for student involvement in campus governance.

Orientation

All first-year and transfer students in the University College are required to attend orientation programs. These programs are designed to acquaint students with University Campus, academic programs, Student Affairs offices and services, University policies, the faculty, staff and administration and other members of the student body. Orientation provides students with the opportunity to become familiar with all University services and policies. Participation in the orientation program sets students on a path towards academic and personal success at Saint Leo University.

Career Services

Career Services provides a variety of services designed to contribute to the development of students who are well prepared to enter the workplace upon graduation. Individual counseling sessions are available through Career Services for students who need assistance with career-related issues. Interest and skills inventories may be administered to undecided students. Workshops are conducted regularly throughout the year on such topics as: resume preparation, interviewing and communications skills, decision-making and the graduate school application process. The Career Resource Center, open to all students Monday through Friday when the University is open, houses information on career planning, non-academic internships and summer employment opportunities, current job vacancy listings, employer publications and an extensive selection of graduate school catalogues. Computers are available for student use in conducting self-directed interest inventories and preparing resumes and job search correspondence.

Graduate school entrance and application materials are also available in the Career Resource Center.

All Saint Leo University students and alumni have access to Career Services

through the University's Web page, and are encouraged to utilize the job search and resume posting services. Workshop materials, schedules of career related events, and listings of local and national job vacancies can also be found on the Career Services web page.

Saint Leo University cosponsors an annual career fair, which is held in Orlando during the spring semester and is open to all students and alumni.

Counseling Services

The Counseling Center offers short-term professional counseling and self-help resources to University College students of all ages. There is no additional expense to students for these services. While the campus community affords a wide variety of resources to help students adjust to university life, the Counseling Center's primary purpose is to provide psychological support as students pursue academic and personal goals to enhance the quality of their experiences at Saint Leo University.

Health Center

The Health Center is located in deChantal Hall, ext. 8347. The services of the Health Center is available to all students on a voluntary basis. The director of Health Services can be contacted from 8 a.m. to 4 p.m. Monday through Friday, for routine medical matters and referrals. Students with unusual health records or special needs are urged to maintain the services of their own physicians. In the event the Health Center is closed, please contact the Student Affairs main desk at ext. 8992 for non-emergency assistance.

Insurance – To assure the highest quality of health care, the University has implemented a supplemental insurance plan. All registered students taking twelve or more credit hours in the on-campus program at Saint Leo will be enrolled in this plan. This is a mandatory Accident Insurance Plan that cannot be waived. In addition, all full-time students in the University Campus program must carry health insurance. Health insurance can be purchased through the University insurance provider for $415 per year or this health insurance can be waived if the student submits a waiver form and proof of other health insurance coverage by September 27, 2002, or February 3, 2003 for students beginning their studies in the spring semester. Insurance waiver forms are available in the Health Center. Saint Leo University is not responsible for payment of any medical bills incurred by the student. The Health Center director is available to assist in the claim filing process, but the student is responsible for initiating all claims.

Absences – When a student is treated in the Health Center or referred to outside specialists, he/she is offered a Verification of Health Center Visit slip. This is not intended as an excuse. Responsibility for class attendance and completion of assignments rests with the student. Students are encouraged to communicate directly with their instructors in matters of absences from class. Verification of Health Center Visit slips will not be issued at any time other than during the Health Center visit. The Health Center may recommend non-participation in certain activities for health reasons without the release of privileged information. Extended absences due to health or emergency situations should be brought to the attention of the vice president for Student Affairs, ext. 8992.

Health Screening and Immunization Requirement – Saint Leo University is vitally concerned with the promotion of good health for our students. To this end, a complete Health History Report documented by a physician and current immunization records are required of all students. Due to Florida state requirements, students will be unable to register for classes until this requirement is met.

Recreation

The campus recreation programs enrich the educational experience and promote student/staff/faculty wellness by providing high quality, satisfying recreational experiences.

1. Intramurals: Structured tournaments are offered in a wide variety of sports. Some of the sports offered are softball, flag football, roller hockey, basketball, soccer, volleyball and tennis. Students also have the opportunity to attend regularly scheduled officials' clinics for each sport, which provides them the necessary qualifications to work as a referee.
2. Fitness Center: The new fitness center contains a full line of free weights, aerobic equipment and strength training machines. It is open to students, faculty and staff on a daily basis. The weight room supervisor is qualified to assist participants in establishing a work-out routine or assist participants in improving their current workout. The aerobics room is designed to accommodate many types of work-out classes.
3. Outdoor Recreation: This is a multi-faceted program that offers many opportunities for adventure. Activities include sea kayaking, white water rafting, day hikes, overnight camping, indoor rock climbing, canoeing, biking and horseback riding. The Department also is able to supply campers with backpacks, tents, stoves, lanterns and coolers.
4. Lakefront: Saint Leo University campus is located directly on Lake Jovita. Sailboats, pedal boats, canoes and a single-person crew shell are available for student use. There are also picnic facilities and a sand volleyball court.
5. Pool: The outdoor swimming pool is open year-round. Lifeguard Training and Water Safety Instructor courses are offered every semester. University students with lifeguard certification are eligible to work at the pool.
6. Facilities: The Marion Bowman Activities Center features a gymnasium with three basketball and volleyball courts.

Residence Life

The purpose of the Residence Life program is to work collaboratively with students, staff and faculty in the creation of a caring living-learning environment. At Saint Leo University, resident students have the unique opportunity for personal growth within a supportive and safe environment. Residence hall living offers new personal freedoms, and therefore, new and challenging responsibilities. Through the creation of residence hall communities, University College students are encouraged to appreciate and respect the rights and privileges of others while simultaneously living within the established policies of the University. In addition to this greater sense of community and personal responsibility, the University encourages the individual choice of personal lifestyle and behavior, with the realization that ALL students will be treated as mature adults and held accountable for their respective actions.

There are a variety of University Campus housing options available to University College students depending upon their grade point averages, year in University and earned credit hours. Marmion/Snyder Hall houses all first-year students. These two halls are joined by a common lounge area. They are designated as our first-year experience halls in an effort to provide first-year students with a holistic education and introduction into the Saint Leo University Campus community. Henderson Hall (all male) and Benoit Hall (all female) are traditional residence halls for all upper class resident students. Roderick Hall is also for upper class students and provides suite style living with private bathrooms and bedrooms. Students selecting this housing option must be in good academic and discipline standing with 60 or more credit hours completed. Alumni Hall provides private rooms and baths for both double and single occupancy for students 21-years-old or

older who are in good academic and discipline standing with 30 or more credit hours completed. Although every effort is made to honor individual preference of roommate and residence hall, the University reserves the right to make all final housing assignments.

Saint Leo University considers the residence experience to be an integral aspect of the University College student's holistic education and personal development. Given this philosophy, all full-time University College students (12 or more credit hours) are required to live on University Campus. Exceptions to the residence requirement are made for those students living and commuting from the residence of their parent(s) or legal guardian(s). Exceptions can also be requested by married students, veterans, non-traditional students or students who have earned over 90 credit hours. Students wishing to request an exemption from the residence requirement must do so in advance, in writing, to the director of Residence Life.

The residence halls are staffed by live-in professional staff members who are specifically trained and dedicated to the service of students and the promotion of their growth as individuals. Assisting the professional staff are undergraduate resident assistants who also provide a valuable resource to the University Campus community. Together, the Residence Life staff provides a wide variety of events, programs and activities designed to suit the diverse needs and interests of our residents. The staff is accessible and available to assist and challenge residents as they work to create a strong community of contributors and leaders in each residence hall. A Residence Life professional staff person is on duty for the University Campus 24 hours a day while the University is in session.

More detailed information concerning Residence Life and its services, policies and programming can be found in the Student Handbook which is available electronically to students each academic year on the Saint Leo University Web page at www.saintleo.edu, under Student Affairs.

Student Activities

The Office of Student Activities is devoted to encouraging student participation in University Campus events and organizations in an effort to further educate University College students as a whole person. The Student Activities Office sponsors University Campus events and advises University College organizations and the Campus Activities Board (CAB) regarding their event planning. University College organizations include the Student Government Union, which is the governing group representing the student body and produces University Campus events.

Service organizations, Greek chapters, Honor Societies and academic and social clubs are also active on the University Campus. The Student Activities Office issues a monthly calendar of University Campus events. The goal of the Student Activities Office is to provide a wide range of opportunities for University College student involvement and to appeal to the interests of our diverse student body thus creating a vibrant University Campus life for University College students.

Meal Plan

The University provides food service on University Campus during the fall and spring semesters, and resident students enrolled in University College are required to be on the meal plan. Meal plan exemption requests are considered on a case-by-case basis and must be submitted, in writing, to the Office of the vice president for Student Affairs. Each student on the meal plan receives $100 in bonus bucks each semester which is encoded on their ID card. Bonus bucks and Monarch money can be used to pay for guests eating with you in the cafeteria or to purchase foods in the Cage snack bar and the Tavern. Additional money (Monarch money) may be placed on your ID card at any time to be used in either location as a declining balance account.

University Ministry

The following programs and activities are provided to University College students:

The Student Chaplain Program selects students with a proven track record of responsible involvement in the Christian community and who "desire to make a difference in the religious and human dimensions of community life here at Saint Leo." The program offers them leader-ship training and ongoing mentoring in the areas of spirituality, listening skills, community building and peer ministry along with a stipend. Along with their ministry to commuters, athletes, Samaritans and others the Student Chaplains expend a major amount of their ministerial energies on the Residence Halls where they live.

The Samaritan Volunteer Program offers students of all faiths and traditions individual or ongoing opportunities to serve others in social justice, spiritual and volunteer contexts.

Spring Break Service Trip to Haiti takes students to the poorest country in the Western Hemisphere with the hope that their minds and hearts may be changed by their contact with street children, orphans and the elderly poor with no one to care for them. The students pay part of their expenses and work together in fund-raising to pay the rest of the costs.

Blessed Sacrament Chapel located in the McDonald Student Center provides a quiet place for prayer and personal reflection. Weekday Masses are held here. The Sunday evening University liturgy is held in the Abbey Church.

Campus Description

The campus of Saint Leo University, known as University Campus, is approximately 35 miles north of downtown Tampa, Fla. Its rolling hills and richly wooded grounds edge on beautiful Lake Jovita. The central Florida location offers many natural advantages that attract people to live, work and study in the Sunshine State. This pleasing pastoral atmosphere can be exchanged in an hour or so for beaches or two metropolitan areas — Tampa/St. Petersburg and Orlando.

Campus buildings unite the tradition of the past with the objectives of modern education through a combination of Spanish Florida baroque and contemporary architecture.

Saint Francis Hall houses the offices of the president, Academic Affairs, Business Affairs, Human Resources, University Advancement, Alumni Relations, Institutional Research, Office of Information Technology, Purchasing, Accounting and Finance, and the Copy Center and Print Shop.

Across from Saint Francis Hall is Saint Edward Hall. The Office of the Financial Aid, Veterans Affairs, Graduate Business Studies and Graduate Studies in Education are housed in Saint Edward Hall along with the University's Trane Stop Student Center, located on the first floor. The rest of the building houses faculty offices and classrooms.

Residence halls are situated throughout the 186-acre campus. Located on the west side of the campus is the Marmion (first year male students) and Snyder (graduate students and first year female students) Residence Hall complex and the Villas (upperclassmen female students). Marmion/Snyder Halls house the Lion's Den. In this large lounge are pool tables, ping pong tables, air hockey, foosball, video games, a large screen television, and a nine TV large screen television. On the east side of campus are four residence halls. Benoit Hall, a traditional women's hall, and Henderson Hall, a traditional men's hall, are located on the University circle. Roderick Hall offers suite-style living for both men and women. Each suite has four single bedrooms, two bathrooms and a living area. Residents with at least 60 credit hours may live in this hall. Alumni Hall, located next to Roderick Hall, houses both men and women. All rooms have a private bathroom and a private entrance. Students must be at least 21-years-

old and have at least 30 credit hours to live in this hall. The Student Activities Center, which completes the complex "on the circle," is the common meeting room/social space for Roderick and Alumni residents. It is also used as a commuter lounge during the day by commuter students between classes. It houses a large screen television and study areas.

Julia Deal Lewis Hall of Science is a three-story building occupied by the Department of Mathematics and Sciences, Academic Support Services, writing center, math lab classrooms, laboratories, science library and Heagerty Business Suite. The William G. and Marie Selby Auditorium, adjoining Lewis Hall at the ground and second-floor levels, is a teaching auditorium with tiered seating.

Nearby Crawford Hall provides general classrooms. Most Student Affairs and student organization offices are located in deChantal Hall. Housed in this hall are the offices of the vice president for Student Affairs, Career Services, Counseling Services, Health Services, Recreation, Residential Life/Housing, Student Activities, International Student Advisor and student mailboxes for commuters and residents. Also located in the building are the Golden Legend yearbook and the Student Government Union.

The Information and Security Office and Marian Hall, which houses the Office of Admission are found at the main entrance of University Campus.

The Cannon Memorial Library is named in honor of long-time trustees and donors, Daniel A. and Elizabeth T. Cannon. The three-level building overlooking Lake Jovita houses the library collection, media resources center and University archives. The Hugh Culverhouse Computer Instruction Center, Sprint Student Electronic Classroom and Student Computer Lab are located on the lower level.

The William P. McDonald Center forms a hub for campus social activities and provides dining and recreational facilities. On the ground floor are the Cage, Community Room, Campus Book Store and University Snack Bar. In addition to the main dining hall on the second floor, the Raleigh Greene Room and Lions Lounge provide facilities for special events, such as lectures and art exhibits. The Blessed Sacrament Chapel offers quiet for meditation and small group liturgies.

The Marion Bowman Activities Center is a facility for teaching and recreation as well as the location of the Department of Intercollegiate Athletics. The main gymnasium is used for intercollegiate sports, lectures and other educational and social activities. Physical education classrooms, an athletic training room and a weight-lifting room are also in the facility. The Recreation Department operates a large heated outdoor swimming pool and sunning deck adjacent to the activities center.

Athletic fields provide venues for soccer, baseball and softball. Numerous courts are also available for tennis, volleyball, racquetball, handball, in-line skating and basketball.

The waterfront at Lake Jovita provides opportunities for canoeing, sailing, boating, lakeside cook-outs and recreational events coordinated by the Recreation Office.

Section III: School of Continuing Education

Saint Leo University's School of Continuing Education provides opportunities for higher education to students who are unable to pursue an associate's or bachelor's degree on a residential university campus by providing degree programs at Regional Continuing Education Centers located in the states of Florida, Georgia, South Carolina, Virginia and Texas as well as over the Internet.

Students enrolled in degree programs within the School of Continuing Education find the course schedules are developed to serve the needs of the adult learner. They are able to enroll at Regional Continuing Education Centers close to their place of residence or place of employment or take courses over the Internet, allowing them to work toward their degrees in a timely and convenient manner. The University emphasizes providing accessible academic and administrative support services for students pursuing degrees in the School of Continuing Education.

Saint Leo University is committed to the delivery of high quality academic programs and to personal attention to the needs of the Center-based students. Support services and program characteristics at the Continuing Education Centers include:

1. Professionally staffed Centers;
2. Clear, concise degree program outlines;
3. Emphasis on complete degree programs;
4. Individualized, goal-directed educational counseling;
5. Flexible and reliable scheduling of classes.

This section of the catalog contains information on policies and procedures which apply only to School of Continuing Education students and supplements the information in Section I: University Information.

Academic Affairs

Programs by Regional Continuing Education Center

Florida Region
Gainesville Center

Bachelor of Arts Degree with the following majors:

- Business Administration with specialization in:
  - Accounting
  - Management
- Criminal Justice
- Elementary Education
- Psychology

Lake City Office

Bachelor of Arts Degree with the following majors:

- Business Administration with specialization in:
  - Accounting
  - Management
- Criminal Justice
- Elementary Education
- Psychology

Bachelor of Science Degree with the following major:

- Computer Information Systems

Key West Center

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:

- Business Administration with specialization in:
  - Management
  - Technology Management
- Criminal Justice
- Human Resources Administration
- Human Services with specialization in:
  - Human Behavior

Bachelor of Science Degree with the following major:
- Computer Information Systems

MacDill Center

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
- Business Administration with specialization in:
  - Accounting
  - Health Services Management
  - Management
  - Technology Management
- Criminal Justice
- Human Resources Administration
- Psychology
- Sociology

Bachelor of Science Degree with the following major:
- Computer Information Systems

St. Petersburg Office

Bachelor of Arts Degree with the following majors:
- Business Administration with specialization in:
  - Accounting
  - Health Services Management
  - Management
  - Marketing
- Elementary Education
- Psychology

Ocala Center

Bachelor of Arts Degree with the following majors:
- Business Administration with specialization in:
  - Accounting
  - Management
  - Marketing
- Criminal Justice
- Elementary Education
- Human Services with specialization in:
  - Social Services
- Psychology

Bachelor of Science Degree with the following major:
- Computer Information Systems

Lake Sumter Office

Bachelor of Arts Degree with the following majors:
- Business Administration with specialization in:
  - Management
- Elementary Education
- Psychology

Palatka Center (including the Orange Park and St. Augustine Offices)

Bachelor of Arts Degree with the following majors:
- Business Administration with specialization in:
  - Accounting
  - Health Services Management
  - Management
- Criminal Justice
- Elementary Education
- Psychology

Bachelor of Science Degree with the following majors:
- Computer Information Systems

Daytona Beach Office

Bachelor of Arts Degree with the following major:
- Human Services

Mayport Office

Associate of Arts in Business Administration
Bachelor of Arts Degree with the following majors:
- Business Administration with specialization in:
  - Accounting
  - Management
  - Technology Management

Bachelor of Science Degree with the following major:
Computer Information Systems

Weekend and Evening Programs, University Campus

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Accounting
Business Administration with specialization in:
Accounting
Health Services Management
Management
Criminal Justice
Human Resources Administration
Human Services with specialization in:
Social Services
Psychology
Religion
Bachelor of Science Degree with the following majors:
Computer Information Systems
Health Care Administration

Central Region

Atlanta Center, Georgia

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Business Administration with specialization in:
Accounting
Management
Technology Management
Criminal Justice
Human Resources Administration
Religion
Sociology
Bachelor of Science Degree with the following major:
Computer Information Systems

Naval Station Ingleside Center, Texas

Associate of Arts Degree in Business Administration
Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Business Administration with specialization in:
Management
Technology Management
Bachelor of Science Degree with the following major:
Computer Information Systems

Savannah Center, Georgia

Associate of Arts Degree in Business Administration
Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Business Administration with specialization in:
Health Services Management
Management
Technology Management
Criminal Justice
Human Resources Administration
Religion
Bachelor of Science with the following major:
Computer Information Systems

Shaw Center, South Carolina

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Business Administration with specialization in:
Management
Technology Management
Criminal Justice
Human Resources Administration
Bachelor of Science with the following major:
Computer Information Systems

Virginia Region

Fort Eustis Center

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:

- Business Administration with specialization in:
  - Accounting
  - Management
  - Technology Management
- Criminal Justice
- Human Resources Administration
- Psychology
- Sociology

Bachelor of Science Degree with the following major:

- Computer Information Systems

Fort Lee Center

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:

- Business Administration with specialization in:
  - Accounting
  - Management
  - Technology Management
- Human Resources Administration

Bachelor of Science Degree with the following major:

- Computer Information Systems

Langley Center

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:

- Business Administration with specialization in:
  - Accounting
  - Health Services Management
  - Management
  - Marketing
  - Technology Management
- Criminal Justice
- Human Resources Administration
- Psychology
- Sociology

Bachelor of Science Degree with the following major:

- Computer Information Systems

South Hampton Roads Center
Naval Station Norfolk Office
Naval Air Station Oceana Office
Naval Amphibious Base Office

Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:

- Business Administration with specialization in:
  - Accounting
  - Health Services Management
  - Management
  - Marketing
  - Technology Management
- Criminal Justice
- Human Resources Administration
- Psychology
- Religion
- Sociology

Bachelor of Science Degree with the following major:

- Computer Information Systems

Teacher Recertification

Teacher recertification courses are made accessible to elementary, middle school and secondary teachers of Florida through the University's Department of Education. Appropriate courses are scheduled in various counties at times and places convenient to K-12 teachers. Teacher recertification courses are usually conducted as workshops and meet on weekends, evenings or in June. Teacher Recertification or alternative courses are open only to those who have a four-year degree from an accredited college. The State of Florida Bureau of Certification has approved each course in the Teacher Recertification Program. A school or school district can request courses at any time by contacting the Teacher Recertification Program.

Servicemembers Opportunity College

As a member of the institutional network of Servicemembers Opportunity Colleges (SOC), Saint Leo University participates in the SOCAD-2 and the SOCAD-4 (Army) networks, as well as the SOCNAV-2 and SOCNAV-4 (Navy) networks. The University supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. SOC Agreements are prepared at the time of the transfer evaluation for all active duty Army, Navy, and Marine Corps members applying for SOC-network majors. Military family members may request agreements for SOC-network majors through their Center or at the School office for campus students.

Admission Procedures for the School of Continuing Education

Admission Criteria for University Centers

Students who wish to qualify for admission as a fully matriculated, degree-seeking student to one of Saint Leo University's centers must show official evidence of either high school graduation or a GED. Official evidence means either original copies of diplomas or certificates, notarized copies or verification on other official documents such as a DD214. Applicants who currently serve on/in active military duty, the national guard or reserve forces and who have not satisfactorily earned at least 12 college level credits or have completed one of the specified admissions tests (e.g., ACT, SAT, etc.) but who have successfully "passed" their respective armed forces enlistment test shall be eligible for admission, provided all other relevant admission criteria have been met.

Students may also qualify for admission in the absence of any of the documents required above if they present official transcripts showing at least 12 credit hours of post-secondary academic credit with a cumulative Grade Point Average of 2.0. Transcripts must be from regionally accredited two or four year post-secondary institutions. Coursework qualifying as academic credit must be courses normally acceptable for admission as a matriculated transfer student and may not be vocational or remedial in nature. If applicants meet none of the criteria for admission, they may enroll as non-degree seeking students. Upon completion of 12 credit hours of non-remedial coursework, the applicant may reapply for admission to the University.

Conditional admission to the university may be granted at the discretion of the admission counselor or the Center director. Conditional admission may be made if the prospective student does not qualify for

admission by meeting the usual requirements, but in the opinion of the admission counselor or the Center director, has qualifications that lead to the belief that academic success is a reasonable expectation. Conditionally admitted students are considered fully enrolled students and will be evaluated upon the completion of 12 credit hours of undergraduate, non-fundamental or remedial courses at Saint Leo University within two academic years. If the student has maintained a cumulative GPA of at least a 2.0 and has no grades below a "D", that student will meet the enrollment conditions and continue enrollment in the University.

No experiential learning, including time-in-grade, time-in-service credit or other certificate or training programs will meet the standard of qualification for unconditional admission, high school or GED requirements, or for transfer credit unless such work is recognized in the ACE Guidebook. This restriction will be reviewed on a continuing basis as the University implements standard practices of experiential credit and portfolio review processes.

Special/Transient Students

The University is prepared to enroll a limited number of students who wish to take selected courses for credit but who do not wish to study for a degree. These students should contact their academic advisor to obtain the appropriate form.

Students who attend another university (Transient) must present a statement from their academic dean showing they are in good standing and have permission to pursue courses at Saint Leo University. Veterans eligible for VA educational training benefits must be in a degree-seeking status in order to be certified for VA benefits.

A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status must be made upon completion of 12 semester hours at Saint Leo University.

Admission and Matriculation Requirements

Programs offered through the School of Continuing Education do not require SAT or ACT scores. The military, Veterans Administration or state approving agency regulations may limit enrollment at specific Centers. Subject to local restrictions, individuals who may enroll in the University through the Regional Continuing Education Centers at military bases include: active and retired military personnel; military reserve and National Guard veterans separated from service; military family members; civilian employees of the military installation; and other civilians residing in the locale.

The University will not admit foreign nationals as applicants to the Regional Continuing Education Centers located on military bases. Only United States citizens and permanent residents may be admitted to these Regional Continuing Education Centers. Foreign nationals may apply for admission to all other Regional Continuing Education Centers and must meet with an admission advisor for information regarding immigration and admission requirements. (See admission requirements for international students.)

Admission Procedure

Individuals interested in applying for degree-seeking status should inquire at the local Saint Leo University Regional Continuing Education Center office. A qualified applicant is considered to be matriculated (classified as degree-seeking) when the following materials are submitted and approved by the Center director or designee:

1. Completed application form;
2. Application Fee (non-refundable);
3. Documentation of high school or GED completion. For transfer students this may be documented by the transcript of the previously attended university;

4. Official transcripts from all previously attended colleges/universities;
5. Transfer credits will not be granted without the receipt of all appropriate documents including:
   a. Documentation to support the granting of university credit from such sources as: CLEP, DANTES, GED college level examinations, USAFI examinations or advance placement examinations.
   b. Documentation for evaluation of non-traditional transfer credit (include military training on an AARTS transcript, a validated DD Form 295, SMART, or Community College of the Air Force Transcript);
   c. Other relevant documentation as needed (veterans/retirees should include a DD Form 214 and DD 2586).
   d. For elementary education majors: achievement of current State of Florida requirements.
   e. Licensure documentation to support the granting of university credit for some occupational courses. University credit is available to registered nurses upon presentation of a nursing license and nursing school transcript; members of the armed services upon presentation of proof of completion of service-related courses and/or training schools; and to police officers who have completed coursework in the FBI National Academy, police institute and certified polygraph schools. Verification of coursework is obligatory in order to obtain credit. Non-traditional sources of credit have specific limits.

Regional Continuing Education Center students will receive a formal evaluation of transfer credit **after** the complete application package has been received by the Center. Appeals concerning transfer credit must be made through the Center.

Distance Learning

Saint Leo offers numerous Internet-based courses through our Distance Learning program. These courses are designed primarily to meet the needs of adult learners. To qualify for a Distance Learning course, a student must be a matriculated student at a Saint Leo University Center. Students interested in Distance Learning courses should contact their Academic Advisor.

Student Financial Assistance

Student Financial Assistance

Students must be enrolled at least half time in a degree program to receive any financial aid. Enrollment in courses does not constitute admission to the University. Financial aid cannot be awarded until a student has been admitted to a degree program. Please refer to the Student Financial Assistance in Section I, University Information, for further information.

To receive a financial aid application, students may contact the Saint Leo Financial Aid Office at (800) 240-7658 or e-mail financial.aid@saintleo.edu. Applications may also be requested from the Regional Continuing Education Center or from the Center for Online Learning at (800) 342-0394 (within Florida) or (800) 874-7877 (outside of Florida). The Free Application for Federal Student Aid (FAFSA) may be accessed at www.fafsa.ed.gov.

Registration, Drop/Add, and Withdrawal Policies

Each Regional Continuing Education Center publishes a schedule specifying course offerings, locations and regulations and time periods of registration. Students should register for selected courses at their Regional Continuing Education Center with the exception of locations offering multi-site registration. Consult the local Regional Continuing Education Center for details.

The drop/add period for changing course registrations is published within the Regional Continuing Education Center's course registration material for each term. Refunds of tuition and fees are described in the Financial Information in Section I, University Information, of this catalog.

Students who find it necessary to withdraw from any courses must contact their Regional Continuing Education Center office to obtain honorable academic withdrawal with a grade of "W." Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the University.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the University.

Financial Information

School of Continuing Education Regional Continuing Education Centers Located at: Weekend/Evening Programs, Ocala Center, Palatka Center, Gainesville Center, Saint Petersburg Office and all offices associated with these Centers:

Tuition and Fees

Tuition (per credit hour)	$183
Internet Course Access Fee	$100
Application Fee	$35
International Student Application	$35
International Credential Evaluation	$100
Program Outline Fee (for each change of major or catalog year)	$20
Graduation Fee - A.A.	$50
Graduation Fee - B.A., B.S.	$100
Replacement Diploma	$25
Official Transcript Fee	$5
Rush or Overnight Transcript Fee	$25
I.D. or Food Card Replacement	.$10
Parking Decal (Price includes $0.28 Sales Tax)	$5
Capstone Course Assessment Fee	$50-$125*

*Varies by Capstone Course

Other course fees may be charged based on Center facilities. Students should consult the course schedule published each term.

Enrolled students may, with the permission of their academic advisor, take courses offered at University College or the Center for Online Learning. When they do, the per credit hour charge associated with that course will apply.

School of Continuing Education Regional Continuing Education Centers located at: Key West Center, MacDill Center, Mayport Office, Savannah Center, Atlanta Center, Shaw Center, Naval Station Ingleside Center, Fort Lee Center, Fort Eustis Center, Langley Center and South Hampton Roads Center

Tuition and Fees

Tuition (per credit hour)	$115
Internet Course Access Fee	$100
Admission/Evaluation Fee (non-refundable) (includes Formal Evaluation and Program Outline)	$35
Program Outline Fee (for each additional outline)	$20
Graduation Fee A.A.	$50
Graduation Fee B.A., B.S	$50
Replacement Diploma	$25
Transcripts (per copy)	$5
Rush and Overnight Transcript Fee	$25
Capstone Course Assessment Fee	$50-$125*

*Varies by Capstone Course

Other course fees may be charged based on Center facilities. Students should consult the course schedule published each term.

Enrolled students may, with the permission of their academic advisor, take courses

offered at University College or the Center for Online Learning. When they do, the per credit hour charge associated with that course will apply.

Financial Information

Method of Payment

All students must pay their tuition and fees in full at the time of registration. The following payment methods may be used:

1. Checks or credit cards are accepted at the Center or the University Campus. Do not mail cash.
2. Financial aid grants or loans administered by Saint Leo University.
3. Financial assistance from an outside third party source. To receive credit for this form of aid, students should present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. At certain centers, students may also use the Saint Leo University deferred payment plan. Usually one-third of tuition and fees is due at registration; one-third is due by mid-semester, and the final one-third is due by the end of the semester. All tuition and fees for the semester must be paid in full before registration for the next semester will be accepted.

Past due balances may be charged a late fee.

Late Fees

Effective September 1, 2002, unpaid balances will be subject to a late fee of 1% monthly (12% annually)

Refunds of Tuition and Course Fees

Refunds for first time in university students who withdraw before 60 percent of the semester has been completed shall be calculated on a pro rata basis as defined by federal regulations.

Refunds of tuition for withdrawal from courses are given on the following schedule:

Tuition: (does not apply to Undergraduate University Campus)	
Within drop/add period	100 percent
Up to 10 percent of the term completed	90 percent (less $15 processing fee)
More than 10 percent and up to 25 percent of the term completed	75 percent (less $15 processing fee)
More than 25 percent and up to 50 percent of the term completed	50 percent (less $15 processing fee)
More than 50 percent of the term has been completed	No Refund

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days if the student has not elected to have these funds retained in their account. Appeals regarding refunds shall be submitted **in writing** to the Bursar, MC2097, Saint Leo University, Post Office Box 6665, Saint Leo, Fla. 33574-6665.

Laboratory and special course fees are 100 percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are non-refundable.

Financial Responsibility

No transcripts, diplomas, certificates of attendance or certain other official documents will be released if a student has financial indebtedness to the University. If a student leaves the University with an unpaid balance, the University will have no other choice but to hold the student responsible for any legal and/or collection fees incurred by the University in collecting the unpaid balance.

Students must understand and agree that they are responsible for all charges occurring as a result of their educational activities. In many instances, some of the charges may be settled by a student's sponsor, employer or other interested party, however, the student is ultimately responsible for his/her account.

Student Affairs

Career Services

Career Services provides a variety of services designed to assist the students with their job search and placement activities. All Saint Leo University students have access to Career Services through the University's Web page, and are encouraged utilize the job search and resume posting services that are located there. Workshop materials, schedules of career related events, and listings of local and national job vacancies can also be found on the Career Services web page.

Saint Leo University cosponsors an annual career fair, which is held in Orlando during the spring semester and is open to all students and alumni.

Information on the specific student services offered at each Regional Continuing Education Center can be obtained from the Center director or academic advisor. This may include student chapters of professional organizations, services available through the University's Web page, and/or referral services to local agencies.

Section IV: Center for Online Learning

Saint Leo University's Center for Online Learning (COL) was established in October of 1998 to meet the needs of adult students and offer the best attributes of traditional classroom education along with today's cutting edge computer technology. The Center offers busy working adults the opportunity to earn an associate's or bachelor's degree entirely online at www.saintleo.com. No conventional classroom attendance is required. Through the Internet, COL provides students with the benefit of advancing their education without having to travel to a campus. Saint Leo's COL students receive the same associate's and bachelor's degrees as their campus-based counterparts. Write or call: **The Center for Online Learning, Saint Leo University, 9417 Princess Palm Avenue, Suite 150, Tampa, Fla. 33619-8317. The administrative staff, student services coordinators and academic advisors can be reached locally at 813-626-6455 or toll-free at 877-856-2144. You may also email your questions to the following email addresses:**

General Information—
colinfo@saintleo.edu

Application—
enroll@saintleo.edu

Admission—
coladmission@saintleo.edu

VA Benefits—
colvabenefits@saintleo.edu

Graduation—
colgraduation@saintleo.edu

Academic Affairs

The degrees offered by the Center for Online Learning include:

Associate of Arts in Business Administration
Associate of Arts in Liberal Arts
Bachelor of Arts in Accounting
Bachelor of Arts in Business Administration with specializations in: Accounting, Management, Health Services Management
Bachelor of Arts in Criminal Justice
Bachelor of Science in Computer Information Systems

Each of COL's courses utilizes a standard textbook and a student study guide. Participating via the Internet, students are expected to complete reading and homework assignments; hand-in assigned papers, projects and essays; and take online quizzes and examinations. Conversations with classmates and professors take place by asynchronous message board and synchronous chat sessions. All professors have office hours and are available by email and telephone.

The Center for Online Learning is in partnership with Bisk Education which through its College Division, the University Alliance (UA), makes COL's classes available online. University Alliance creates the technology upon which the classes operate, markets to students and acts as the COL book vendor.

Terms begin every 8 weeks and there are 6 terms per year. The academic calendar for 2002-2003:

Term	Begin Date	End Date
Fall I	9/2/02	10/26/02
Fall II	10/28/02	12/21/02
Spring I	1/6/03	3/1/03
Spring II	3/3/03	4/26/03
Summer I	5/5/03	6/28/03
Summer II	7/7/03	8/30/03
Fall I	9/1/03	10/25/03
Fall II	10/27/03	12/20/03

To register for classes with COL, students may call 877-334-7337, or may register online at www.saintleo.com. One course is considered part-time, two or more courses, full-time. Students are encouraged to apply for admission prior to taking classes but may take up to four classes before applying for admission to the University. Financial aid is

only available to those students who have been admitted and have matriculated.

All students must participate in COL 101 – Online Orientation. This pass/fail course gives students the opportunity to familiarize themselves with the process of online education, the policies and procedures of the University and teaches navigating of the www.saintleo.com classroom. All students are subject to english and math placement tests that must be completed during COL 101. All students are required to take the same comprehensive examinations for graduation as on-campus and Continuing Education students, and may choose to attend the on-campus commencement ceremonies.

Technical Requirements

A computer, modem and Internet access are required for entry into COL. Microsoft Office is the standard software used and is required for some courses. The recommended equipment specifications are:

- Pentium Class PC
- 16 bit (High Color) Video Display@ 800x 600 Screen Resolution
- 128 MB of RAM
- 56.6 bps modem or higher
- 16-bit Soundcard and speakers (for online lectures)
- 8x CD-ROM
- Internet Service Provider (Yahoo, Mindspring or UUNet etc.)
- Internet Explorer 5.0 (Download provided from www.saintleo.com)
- Quick Time Streaming Video Plug-In (Download provided)
- 2000 Word, Excel, PowerPoint and Access. Microsoft Office Suite 2000 is mandatory for COM 130 students

Technical Support can be reached at 1-888-622-7344, extension 357 or at support@saintleo.com.

Admission to the Center for Online Learning

Students who wish to qualify for admission as a fully matriculated, degree-seeking student to one of Saint Leo University's centers must show official evidence of either high school graduation or a GED. Official evidence means either original copies of diplomas or certificates, notarized copies or verification on other official documents such as a DD214. Applicants who currently serve on active military duty, the National Guard or reserve forces and who have not satisfactory earned at least 12 college level credits or have completed one of the specified admissions tests (e.g., ACT, SAT, etc.) but who have successfully "passed" their respective armed forces enlistment test shall be eligible for admission, provided all other relevant admission criteria have been met.

Students may also qualify for admission in the absence of any of the documents required above if they present official transcripts showing at least 12 credit hours of post-secondary academic credit with a cumulative grade point average of 2.0. Transcripts must be from regionally accredited two or four year post-secondary institutions. Coursework qualifying as academic credit must be those normally acceptable for admission as a matriculated transfer student and may not be vocational or remedial in nature. If applicants do not meet the criteria for admission, they may enroll as non-degree seeking students. Upon completion of 12 credit hours of non-remedial coursework, applicants may reapply for admission to the University.

Conditional admission to the University may be granted at the discretion of the Admission counselor or the Center director. Conditional admission may be made if the prospective student does not qualify for admission by meeting the usual requirements, but in the opinion of the Admission counselor or the Center director, has qualifications that lead to the belief that academic success is a

reasonable expectation. Conditionally admitted students are considered fully enrolled students and will be evaluated upon the completion of 12 credit hours of undergraduate, non-fundamental or remedial courses at Saint Leo University within two academic years. If the student has maintained a cumulative GPA of at least a 2.0 and has no grades below a "D", that student will meet the enrollment conditions and continue enrollment in the University.

No experiential learning, including time-in-grade, time-in-service credit or other certificate or training programs will meet the standard of qualification for unconditional admission, high school or GED requirements, or for transfer credit unless such work is recognized in the ACE Guidebook. This restriction will be reviewed on a continuing basis as the University implements standard practices of experiential credit and portfolio review processes.

Special/Transient Students

The University is prepared to enroll a limited number of students who wish to take selected courses for credit but who do not wish to study for a degree. These students should contact their academic advisor to obtain the appropriate form.

Students who attend another university (Transient) must present a statement from their academic dean showing they are in good standing and have permission to pursue courses at Saint Leo University. Veterans eligible for VA educational training benefits must be in a degree-seeking status in order to be certified for VA benefits.

A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status must be made upon completion of 12 semester hours at Saint Leo University.

The process of admission includes:

1. Completing an application for admission and letter of intent and mailing it to the Center for Online Learning, 9417 Princess Palm Avenue, Suite 150, Tampa, Fla. 33619-8317 by downloading an application packet online at www.saintleo.com or applying completely online at www.saintleo.com,
2. Paying a one-time $35 application fee,
3. Providing documentation of high school graduation or General Equivalency Diploma (GED),
4. Listing all colleges and universities you have attended or are attending must be listed in chronological order (including dual enrollment). You must include schools even if you did not complete a term. Failure to list all institutions constitutes academic misrepresentation and could result in your application being denied or your admission being rescinded.
5. Requesting transcripts of **all regionally accredited** attempted college or university credits, including CLEP, DANTES, GED college level examinations, USAFI examinations Regent Standardized Examinations or other advanced placement examinations.
6. Providing a copy of a DD-214 if a separated or retired service member; active duty members must provide a NOBE DD2384,
7. Having credits from outside of the United States evaluated by an approved agency if an international student,
8. Providing documentation for credit if a graduate of a nursing training program (include license), a member of the armed services (provide proof of service), a police officer who has completed training with the FBI National Academy, police institute and/or certified polygraph school. Verification of training/service is obligatory in order to obtain credit. All non-traditional sources of credit have specific limits, and
9. Knowing that Saint Leo University **does not give credit for work/life experience.**

Once **all** of a student's documents are received at the Center for Online Learning, the student will be notified of the admission

decision. Students will receive an official program outline upon completion of the Registrar's evaluation, which will include courses for which transfer credit has been granted and courses left for degree completion.

At COL in order to file for Veterans' benefits or to be eligible for most other types of financial aid, you must be an admitted student. Servicemembers using tuition assistance have a reimbursement limit of 15 semester hours, unless they become degree seeking and obtain a Servicemembers Opportunity College Agreement.

As with Saint Leo University's other programs, there is a minimum **residency** requirement of 30 semester credit hours.

International Students Admission Policies

International students are required to have all documents and credentials submitted to the Center for Online Learning. Saint Leo University recognizes all international diplomas and credits taken at accredited secondary and post-secondary institutions once all appropriate official documentation and credentials are received and translated (where necessary). Credit is granted in accordance with the National Association of Foreign Student Advisors (NAFSA) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Students presenting diplomas indicating academic work beyond the high school level will have academic work evaluated by the Registrar. The Registrar will determine the exact number and nature of courses granted once the international evaluation is received. Please see application packet for a complete list of approved international evaluation agencies.

English Language Proficiency

All international candidates for admission must prove English language proficiency in *at least one* of the following:

1. A *minimum* score 550 (paper based) or 213 (computer based) on the Test of English as a Foreign Language (TOEFL).
2. A minimum of 450 on the verbal component of the SAT.
3. Grades of B or higher in English composition courses where English is the language of instruction.
4. For transfer students, two semesters with grades of B or higher in English composition courses at regionally accredited post-secondary institutions in the United States.
5. Successful completion of a NASFA-recognized ESL program.

Application Procedure for International Students

International students are required to submit the following items to complete an application for admission:

1. **Completed application** with non-refundable **$35 application fee**. Funds must be drawn on U.S. banks and made payable in U.S. dollars.
2. **Original International Evaluation** from an approved international evaluation agency (please see application packet for list of approved evaluators).
3. **Proof of English language proficiency**. English proficiency may be demonstrated by submitting qualifying TOEFL scores or by meeting other approved criteria in lieu of the TOEFL as outlined above.
4. Knowing that Saint Leo University **does not give credit for work/life experience.**

Enrollment/Re-enrollment and Registration

Enrollment/Registration: Students seeking to enroll in Saint Leo University can contact a program representative at 877-334-7337 or enroll online at www.saintleo.com.

Reenrollment/Registration: Continuing students can reenroll by telephone with a

program representative at 877-334-7337 or on the Web page.

Before official registrations are completed, course selections are checked to make sure the necessary prerequisites are met. Obtaining academic advisement and early registration is highly encouraged since many course selections close out early. COL students are not considered registered until they have paid for their courses (their share and documentation for any third party payment of the remainder). Active duty military tuition assistance requests normally take at least 24 hours to be processed and approved.

Students carrying a course load of two courses (six semester credit hours) are considered full-time, those taking one course (three semester credit hours) are considered part-time. A course load of three courses requires approval and a 3.0 GPA or higher. To take four courses, students must obtain permission from the Center's director. A four-course load is approved only under unusual circumstances.

Financial Information

Tuition and Fees

Tuition (per credit hour)	
Corporate Non-Military	$350
Active Military	$295
Textbooks/Materials	$220*
Ground Shipping Fee (per course)	**
Application Fee	$ 35
International Student Application Fee	$ 35
International Credential Evaluation	$100
Program Outline Fee	$ 20
(for each change of Major or catalog year)	
Graduation Fee (AA)	$ 50
Graduation Fee (BA/BS)	$100
Capstone Course Assessment Fees	$50-175*
*Varies by Capstone Course	
Replacement Diploma	$ 25
Official Transcript Fees	$ 5
Overnight of Official Transcripts	$ 25
Withdrawal Fee	$ 15

*Course fees and Textbooks/Materials fees are charged separately.

**Ground Shipping is generally between $10-15 per course, International Shipping rates vary between $34-75 per course.

Textbooks and Materials Fees

Textbooks and other required materials such as CD ROMs, online handbooks and individual course student study guides, etc. are purchased from Bisk Education/University Alliance. Textbooks and materials payments are processed by phone, mail or fax and are made payable to "Bisk Education." Visa, MasterCard, American Express and Discover are accepted. Students should send their books and materials payments to Bisk-Education c/o the University Alliance, P.O. Box 20402, Tampa, Fla. 33622-0402, or call 877-334-7337 with credit card information.

Withdrawal and Refund Policies

To withdraw from a class or classes, students must complete an **OFFICIAL COURSE WITHDRAWAL FORM online**. Students have the prerogative of dropping a course until the end of the first week of classes without financial penalty and after that a grade of "W" is assigned until the final published date for withdrawing (the last day of week 6). The grade will be reflected on the transcript, but not calculated into the grade point average. Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from courses are reflected on the published schedule below. Course withdrawal does not cancel any student indebtedness to the University. Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the University.

Tuition Refunds

Week	Tuition Refunded		Deadline
Week 1	100 percent	By	Sunday at Midnight EST
Week 2	75 percent	By	Sunday at Midnight EST
Week 3	50 percent	By	Sunday at Midnight EST
Week 4	50 percent	By	Sunday at Midnight EST
Week 5	No Refund		
Week 6	No Refund		
Week 7	No Refund/No Withdrawal		
Week 8	No Refund/No Withdrawal		

Add/Drop/Withdrawal

Registered students may add courses up until the first day of classes. To receive a full refund, courses should be dropped before the end of the first week of classes. Online students are not "automatically dropped" or "withdrawn" because they do not attend the class for which they are enrolled. Faxes and e-mail are not accepted methods of withdrawal.

Financial Aid

Students can logon to www.saintleo.edu and click on "Financial Aid", call the Financial Aid Office at 800-240-7658 or write financialaid.cce@saintleo.edu. The mailing address is: Saint Leo University Financial Aid Office, PO Box 6665, MC2228, Saint Leo, Fla. 33574.

Student Services, Academic Advisement, and Program Coordination

Students at the Saint Leo University Center for Online Learning can count on the Center's professionals to provide them with the guidance they need to achieve their educational goals.

The Center has professional academic advisors charged with the responsibility of advising students and reviewing programs and courses. The administrative staff can help resolve academic matters. All are available to assist and support by telephone at 877-856-2144 from 8:00 a.m. to 5:00 p.m. EST/EDT and by email.

General Education

Saint Leo University offers programs of study leading to both the associate's and the bachelor's degree. In all undergraduate programs, general education forms the foundation to a Saint Leo University education. Following the lead and recommendations of the American Council of Learned Societies, the American Association of Colleges and Universities and the National Research Council Committee on Undergraduate Science Education, the Saint Leo faculty and academic administration have developed an integrated, interdisciplinary general education program.

In this program, the general education curriculum becomes not simply the totality of courses offered but rather an organization of the types and possible sequences of students' experiences leading to a rich and meaningful baccalaureate degree. The combination of structure and depth assures that Saint Leo University undergraduates will likely share a number of educational experiences. The general education core provides a template for how faculty in Arts and Sciences can better prepare Saint Leo University undergraduates for the new century. It provides definition for the types of issues with which we hope students and faculty will engage and for the type of educational leadership that Saint Leo will provide. It also provides a basis for ongoing development of courses and curricula adapted to the preparation of students for a challenging and rapidly changing environment. The new core challenges not only students but also faculty and departments. It prompts us to think further about how we teach our areas of expertise and makes it our collective responsibility to convey what excites us in our discipline. Furthermore, we must be able to pass on that excitement not only to those to whom our subject matter comes easily or who have powerful pre-professional reasons for working hard and wanting to master what we teach, but always to those who are wary of our disciplines and the knowledge they embody. The Saint Leo University general education core includes FOUNDATION COURSES in writing, computer literacy, mathematics and wellness; PERSPECTIVES COURSES that provide students with an introduction to a liberal arts education and learning in the arts, humanities, social and behavioral sciences; A SENIOR CAPSTONE COURSE that ties learning in the major together with general education.

The goal of the University's general education core curriculum is to provide undergraduate students with an understanding of our Benedictine values and Catholic traditions while focusing on the liberal arts and sciences and introducing undergraduate students to an understanding of the knowledge needed to succeed in college and in life-long learning. We seek to graduate students

- who exhibit skills in learning, writing, reading, critical thinking, technology applications, numerical applications and adjustment to college life;
- who exhibit skills in dealing with fundamental human questions regarding the nature of human reality, the ways in which human beings come to know the world and issues of human morality;
- who understand the importance of the general education program, who find the curriculum relevant and who are prepared to become life-long learners; and
- whose employers will indicate a positive satisfaction level with these graduates and their preparation level for suitable employment and/or graduate studies.

In the relationship of general education to the major, Carol Geary Schneider and Robert Shoenberg have observed: "As long as general education was conceived predominately as a study or arrangement of subject matters, or breadth, with study in a designated major representing depth, the conventional sharp division between general education and

majors made some sense. But with the new educational focus on helping students develop intellectual skills, understand a range of epistemologies and their various strengths and limitations, and increasing their ability to negotiate intellectual, cultural, civic and practical topics and relationships, the assumed separation between general education and the major is no longer useful. On the one hand, that fraction of the curriculum allocated to general education is simply inadequate for developing, practicing and integrating, at a reasonable level of proficiency, the complex forms of learning important to a contemporary liberal education. On the other hand, the development of those skills and awareness is just as much the business of the major and just as essential to a baccalaureate level of mastery in a field as it is to general education."

Indeed, the Saint Leo University general education core serves to identify graphically components of a more integrated liberal arts education and to link general education with learning in the major. For example, the interconnected structure promotes the development of writing skills through an increased requirement for writing-intensive courses – and it does so not just in the first year, but across the curriculum and in the major. Similarly, ethical inquiry in the religion and values perspective becomes not simply a requirement to be checked off and dismissed in the first two years, but developed as an area of inquiry applicable to all majors. Research skills also proceed from investigation of topics at the undergraduate course of study as an intellectual and developmental progression, where courses and skills build upon, and are not separate from work that has gone on before, and where students can enter study at developmentally appropriate levels.

In general education, effective writing is central to both learning and communication. As a result, almost all institutions of higher education across the country give an important role to writing in general education requirements. To function successfully in today's, much less tomorrow's world, students need to be able to write and speak clearly and effectively. To accomplish this, students need to have a sustained engagement with writing throughout their undergraduate career.

Learning to write effectively is a hard-earned skill that needs constant practice; it is reflective, analytical and interactive. An early experience develops the intellectual skills and habits of critical thinking appropriate to university study. Advanced writing-intensive experiences, on the other hand, link writing to various fields of study, providing students with opportunities for self-conscious writing, sustained interaction with faculty members and significant independent thought.

Saint Leo University seeks to provide multiple writing experiences for all Saint Leo undergraduates. We seek for students to be able to

- read in a scholarly and critical fashion;
- distinguish between expressive and argumentative forms of writing;
- analyze, integrate and synthesize information and ideas;
- learn how to use original and source materials through traditional library research and the use of computers and the World Wide Web;
- develop familiarity with the format of academic papers;
- develop, support, critique, revise and refine arguments;
- write clearly and engagingly; and
- distinguish between and operate within different disciplinary contexts and traditions.

Perspectives

An understanding of the various ways we construct knowledge is critical to understanding the importance of the liberal arts and to being able to become effective lifelong learners. To accomplish this, each student

entering Saint Leo University studies five perspectives on knowing through 10 separate but integrated courses.

The Scientific Perspective (SP)

Advances in science have wrought profound changes in the structure of society in the modern era. They have fundamentally changed our world, both its philosophical foundations, as in the Copernican or Darwinian revolutions, and in it practical everyday experience, as in the rise of the automobile and television. In the second half of the 20th century, the pace of such change accelerated dramatically, and we have every reason to believe that science will play an even greater role in shaping society in this century.

Through the **SP,** we prepare graduates to critically analyze and evaluate the scientific issues that will confront them and to understand the world around them. We expose students to basic scientific concepts and to the processes by which scientific advances are made and incorporated into society. They must come to understand the interplay between science and society – that is, how science and society have influenced the direction of each. Grappling with this interplay is essential for understanding both the outcomes of the basic scientific enterprise and how it applies to everyday life. We seek for students to

- know the historical and/or philosophical development of a given scientific topic. Students need to develop the analytical skills necessary to examine the scientific, political and/or societal factors that ultimately came to bear on the development and application of the particular topic.
- understand contemporary issues relating to the development and application of a particular area of science and technology. Exposures should address current and future issues by critically assessing the aesthetic, ethical, sociological and political, in addition to scientific factors that bear on the issue.

The Aesthetic Perspective (AP)

A curriculum aiming at an integrated education of the person is incomplete without offering exposure to ways of understanding that are primarily experiential and interpretive. The understanding of cultural modes of expression can be active and performative, as in theater, dance, music, the visual arts and creative writing, or interpretative and hermeneutic, as in literary and cultural studies, the history of art, philosophy and religious studies.

Through the **AP**, students develop awareness and appreciation of the styles, designs, performances, arts and narratives by which societies – in this and other cultures – organize their lives. Our objective is for students to be able to experience, perform, and interpret specific social texts, historical events and cultural practices. We seek for students to

- experience and understand specific arts, performances or practices in terms of their stylistic modes and histories;
- engage with conceptual tools developed in various disciplines as well as across disciplines to study styles, meanings and effects of expressive behavior; and
- study critical and theoretical perspectives for unraveling the complexities between practice and composition of expressive arts and texts.

The Religion and Values Perspective (RVP)

Undergraduate education is a formative period for engaging in a critical analysis of ethical questions arising from the world in which we live. Students need to be able to assess the world in which they live. Students need to be able to assess critically the consequences of actions, both individual and societal, and to sharpen their understanding of the ethical, religious and political implications of public and personal decision-making. Thus, students need to develop and apply skills in ethical reasoning and to gain an understanding of the variety of ways in which

ethical issues and values frame and shape human conduct and ways of life within the context of the University's Benedictine and Catholic traditions. We seek for students to

- develop the capacity for discernment and choice about diverse systems of values and competing courses of action;
- acquire critical understanding of diverse meanings of justice, goodness and virtue across time, place and communities;
- develop the capacity to articulate ethical questions, to assess competing claims and approaches to ethical thought and to engage in careful and critical reflection about individual and social behavior, institutions and ways of life; and
- develop an understanding and appreciation for the Catholic and Benedictine value structure that is at the heart of our mission.

The Human Behavior Perspective (HBP)

No field of study is more important to human beings than the social sciences. To understand society is to learn not only the conditions that limit our lives but also the opportunities open to us for improving the human condition. Increasing our knowledge of human society is critical to graduating learners who can develop societies in which human beings can live happy, meaningful and satisfying lives.

Because all expressions of human culture are related and interdependent, to gain a real understanding of human society we must have some knowledge of all its major aspects. We seek for students to

- acquire knowledge of the way in which human beings function as individuals and in groups;
- distinguish educated common sense from common sense;
- investigate the classic issues in the social sciences – e.g., the individual and society, nature vs. nurture phenomenon, the effects of population growth on social systems, religious systems and their influence throughout society; and
- investigate human behavior within the framework of the scientific method.

The Global Perspective (GP)

Globalization is reshaping our reality. Students living and working in the 21st century need to become aware of the ways in which different and shifting political economies, cultural identities and social issues and conflicts interact to reflect on lives. To be successful, Saint Leo University students need formal and academic experience in the processes of exploring, understanding, and analyzing differences among peoples and among social systems within both national and international contexts.

This perspective provides an academic engagement with the dynamics and interactions of culture(s) in a comparative and analytic perspective. This type of inquiry provides a scholarly comparative and integrative study of historical, political, economic, aesthetic, social and cultural differences. It seeks to provide students with the tools to identify culture and cultural differences across time and place, between or within national boundaries. This includes but is not limited to the interplay between and among material circumstances, political economics, social representations and the relations between difference/diversity and power and privilege within and across societies. This perspective encourages critical and responsible attention to issues of identity, diversity, globalization and power so that students may evaluate complex and difficult issues from multiple perspectives. In fulfilling this perspective requirement, students are encouraged to undertake comparisons that extend beyond national boundaries and their own national cultures and to explore the impact of increasing globalization. We seek for students to

- increase understanding of the ways in which identities and notions of difference are constructed, reinforced, and changed;
- develop an understanding of different national cultures, institutions and policies and the ways that these are being affected by and, in turn, influencing global processes;
- recognize stereotypes and evaluate critically complex and competing ideas about individual and group differences;
- understand the processes by which categories of difference change over time and in relationship to material circumstances, political economies, social power and privilege and social and cultural definitions of justice and right;
- explore the role of scientific, medical, religious, aesthetic, legal and other modes of analysis in constructing notions of difference and diversity in particular cultures and societies; and
- examine commonly accepted notions of the normative through analyses of cultural systems, political economies and social relations.

Senior Capstone Course in the Major

Saint Leo University seeks to connect undergraduate education to the broad continuum of scholarship reflected in its faculty. Such a rich setting provides students with opportunities to become involved in a community of learning and to engage in the process of discovery. We seek for our students to move beyond being the passive recipients of knowledge that is transmitted, to being active participants in the discovery, critical evaluation and application of knowledge and understanding. Given its mission, faculty and low student-faculty ratio, the University is well positioned to provide this formative kind of undergraduate experience.

Engagement with research can be viewed along a continuum. At the most basic level, students can learn the procedures and methods for analyzing materials in research courses, producing a research paper or project appropriate to the discipline. On a more sophisticated level, students can engage in mentored projects, planning a project in conjunction with a faculty member, implementing the study and analyzing results, as is typical of an independent study, lab project or a capstone experience. Further along the spectrum, students can emulate experiences available to graduate students, generating problems and projects themselves, planning the design of an essay or hypothesis, and actively producing an original analysis, interpretation, or discovery, as typically constitutes an honors project. At each of these levels, the research process develops in students an understanding of the process by which new knowledge is created, organized, accessed and synthesized. It also fosters a capacity for the critical evaluation of knowledge and the methods of discovery. Engagement with the research process better prepares not only undergraduates who wish to pursue further study at the graduate level but also those who seek employment in a rapidly changing and competitive marketplace. It equips them to be active citizens and leaders of the communities in which they are about to assume responsibility. We seek for students to

- formulate a question, analyze material and integrate their findings;
- engage research resources, both through libraries and electronic means, to understand how information is accessed;
- participate in a mentoring relationship with faculty through the interplay of independent and collaborative work; and
- develop a product that describes or exemplifies their research, whether it be in written form or a presentation in a public setting.

Transfer Students

Students who transfer to the University are not expected to complete the entire core as we recognize other colleges and universities have legitimate alternative means of providing students with a firm basis with liberal arts. Students transferring to Saint Leo University with an associate of arts degree are required to transfer or complete the following:

- two religious studies courses; one which must be the Saint Leo University course, REL 401 The Catholic Tradition,
- two science courses; one physical science and one life science,
- one survey of literature course,
- one course in history or economics or political science,
- one mathematics course at the level of MAT 128 or higher,
- one capstone course in the major, and
- COM 130 PC Applications.

All students who graduate from Saint Leo University must have completed a minimum of 36 credits in general education.

Students transferring under the ICUF articulation agreement will be considered to have met all general education requirements with the exception of COM 130 PC Applications (unless an equivalent course is transferred) and REL 401 The Catholic Tradition.

General Education Requirements

Specific general education core courses are designated as writing (W), technology (T), oral (O) and reading (R) intensive. Additionally, following completion of ENG 121 and ENG 122, students must pass a standardized writing test in which they demonstrate writing proficiency. Students who do not receive a satisfactory score on this test will have the opportunity to retake the proficiency test following remedial work. All transfer students must successfully complete this test within their first two terms at Saint Leo University or they will be assigned to remedial courses.

The minimal general education components for an associate's degree are indicated with an (*). General education requirements are slightly different for students in the Honors Program. Please consult the "Honors Program" section of the catalog for particulars.

Foundation Courses 9-13 credit hours

Foundation courses are designed to provide students with the basic academic and personal skills needed to complete a college education. These courses provide a practical orientation to collegiate life, and they prepare students for the challenges and opportunities associated with completing a four-year college education. Additionally, these courses provide basic instruction in such areas as learning, writing, reading, critical thinking and mathematics. Generally, these Foundation courses are completed during a student's first year of college.

First-Year Studies

UNV 101 Introduction to the World of Thought
(W,R,T,O) ***2 credit hours***
(Requirement for first-year, traditional-age University Campus students)

UNV 102 Introduction to University Life
(W,T) ***2 credit hours***
(Requirement for first-year, traditional-age University Campus students)

Writing

* ENG 121 Academic Writing I
(W,R,O) ***3 credit hours***

* ENG 122 Academic Writing II
(W,R,O) ***3 credit hours***

Mathematics

* MAT 128 Algebra and Functions or higher, excluding MAT 201
(T) ***3 credit hours***

Perspective Courses **36 credit hours**

Perspective courses expose students to the breadth of human knowledge and to the issues that are the hallmarks of a liberal arts and sciences education. Interdisciplinary and discipline-specific coursework examines fundamental human questions regarding the nature of human reality, the ways in which human beings come to know the world, and human morality. Perspectives courses are also writing (W), reading (R), oral (O) and technology (T) intensive, address the Benedictine values and Roman Catholic traditions of Saint Leo University, and advance, wherever possible, a broader, global perspective.

The Scientific Perspective

* SCI	101	Integrated Physical Science **(T,O)**	***3 credit hours***
* SCI	102	Integrated Life Science **(T,O)**	***3 credit hours***

(Biology, Environmental Science, and Medical Technology majors all earn credits in both the life and physical sciences. As a result, they are exempt from this portion of the general education program).

The Aesthetic Perspective

* FAS	101	Integrated Fine Arts **(W,R,O)**	***3 credit hours***
ART	123	Art Appreciation **or** MUS 123 Introduction to Music **or** FAS 123 Introduction to Film	
ENG	202	Creative Writing **(W,O)** **or** FAS 125 Introduction to Theater	***3 credit hours***
ENG	225	Survey of World Literature I **or** ENG 226 Survey of World Literature II **or** ENG 311 Survey of Major Writers of the 20th Century **(W,R)**	***3 credit hours***

The Religion and Values Perspective

* PHI	101	The Quest for Wisdom **(W,R)**	***3 credit hours***
* REL	201	Introduction to the New Testament **or** REL 220 Christian Morality **or** REL 223 Religions of the World I **or** REL 224 Religions of the World II **(W,R)**	***3 credit hours***
REL	401	The Catholic Tradition **(W,R,T,O)**	***3 credit hours***

The Human Behavior Perspective

* SSC	101	The Human Behavior Perspective **(W,R,T)**	***3 credit hours***
PSY	121	Introduction to Psychology **or** SOC 121Introduction to Sociology **(R,T)**	***3 credit hours***

The Global Perspective

* SSC	102	The Global Perspective **(W,R,O)**	***3 credit hours***
ECO	201	Macroeconomics **or** POL 223 American Federal Government **or** HTY 121 United States History to 1865 **or** HTY 122 United States History from 1865 **(W,R)**	***3 credit hours***

Other Graduation Requirements **3-8 credit hours**

Capstone Course in the Major **(W,R,T,O)** ***3 credit hours***

Computer Applications

* COM	130	PC Applications **(T)**	***3 credit hours***

*or a satisfactory grade on the computer exemption examination

Physical Education

PED	102	Concepts of Wellness **(W,R,O)**	***2 credit hours***

A student who meets one of the following criteria is exempt from the Physical Education requirement:

1. possesses an associate's degree from another accredited institution;
2. has completed at least two years of active military duty;
3. is 35 years of age or older;
4. is an employee of the University;
5. is enrolled in the School of Continuing Education program; or
6. provides the University with appropriate documentation of a debilitating medical condition.

Physical education medical waivers are handled through the Academic Student Support Services Office for University College students. Students granted waivers in physical education are not required to take an additional course to fulfill the general education core requirements.

School of Arts and Sciences

Dr. John S. Wozniak, FSC, Dean

The Saint Leo University School of Arts and Sciences plays a central role in the academic structure and philosophy of the University by offering all students a broad education, one which lays a durable foundation for critical and independent thinking. The essential spirit of the liberal arts, namely, the liberation of the mind and the acquisition of those habits and values that lead one to truth, animates all curricula and programs in the School. Through the traditional disciplines in the arts and sciences, the School of Arts and Sciences provides coherence and unity to the entire University curriculum and assures depth and diversity in its own areas of study.

The Saint Leo University **School of Arts and Sciences**

- educates all students in such fundamental skill areas as scientific observation, reasoning, problem-solving, decision-making and communication;
- trains majors in the fine and performing arts, the humanities, the social and behavioral sciences and the physical sciences; and
- engages in dialogue meant to further excellence, community, respect, personal development, responsible stewardship and integrity.

Associate of Arts Degree

Program Components			Credit Hours
ENG	121	Academic Writing I	(3)
ENG	122	Academic Writing II	(3)
FAS	101	Integrated Arts	(3)
REL	201	Introduction to the New Testament or	(3)
REL	220	Christian Morality or	
REL	223	Religions of the World I: West or	
REL	224	Religions of the World II: East	
PHI	101	Quest for Wisdom	(3)
SCI	101	Integrated Physical Science	(3)
SCI	102	Integrated Life Science	(3)
MAT	128	Algebra and Functions or higher	(3)
SSC	101	The Human Behavior Perspective	(3)
SSC	102	The Global Perspective	(3)
COM	130	PC Applications	(3)
PED	102	Concepts of Wellness unless waived	(2)
Electives			**(27)**
		Total Credits	**62**

Art Minor

The minor in art is designed for rigorous intellectual development, personal enrichment and for employment in the creative arts. The minor in art requires the following 18 credits.

			Credit Hours
ART	121	Visual Fundamentals I	(3)
ART	122	Visual Fundamentals II	(3)
ART	221	Drawing	(3)
ART	223	Beginning Painting	(3)
ART	322	History of Art I	(3)
ART	323	History of Art II	(3)
		Total Credits	**18**

Biology Major

Bachelor of Science

A major in biology is designed as preparation for graduate study, for professional schools of medicine, dentistry, veterinary science, other health-related professions and for employment as a biologist in government or industry. Biology courses are writing and reading intensive. Biology majors earn credits from life and physical sciences that explore both facts and epistemologies employed by scientists. As a result, biology majors are not required to take the two Scientific Perspective courses.

Program Components	Credit Hours
General Education and Physical Education	**50**

All Biology majors are required to complete BIO 130, PHY 221 and MAT 161 as part of the General Education program.

Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Foundation Courses			**24**
CHE	123	General Chemistry I	(4)
CHE	124	General Chemistry II	(4)
CHE	311	Organic Chemistry I	(4)
CHE	312	Organic Chemistry II	(4)
MAT	231	Calculus I	(4)
PHY	222	General Physics II	(4)
Major Requirements			**30-31**
BIO	223	Botany	(4)
BIO	240	Cell Biology	(4)
BIO	324	Biochemistry	(4)
BIO	325	Ecology	(4)
BIO	421	Genetics	(4)
BIO	499	Senior Seminar in Biology	(3)
Two other upper-division (300-400 level) courses in Biology, excluding BIO 420 and			
BIO	426	Only one of the courses may be taken without a laboratory	(7-8)
Electives			**14-18**
(CHE 321 is strongly recommended)			
		Total Credits	**122**

Biology Minor

The biology minor is designed as a rigorous intellectual program of study for students with a deep interest in the human science of biology. The minor requires 20 credits.

			Credit Hours
BIO	130	General Zoology	(4)
BIO	223	Botany	(4)
BIO	240	Cell Biology	(4)
Plus two 300-400 level biology courses			(8)
		Total Credits	**20**

Biology Major with minor in Education

Bachelor of Science

			Credit Hours
Program Components			
General Education and Physical Education			**50**
All Biology students are required to complete BIO 130, PHY 221 and MAT 161 as part of their General Education program.			
Computer Applications			**0-3**
COM	130	PC applications (unless exempted)	(3)
Foundation Courses			**24**
CHE	123	General Chemistry I	(4)
CHE	124	General Chemistry II	(4)
CHE	311	Organic Chemistry I	(4)
CHE	312	Organic Chemistry II	(4)
MAT	231	Calculus I	(4)
PHY	222	General Physics II	(4)
Major Requirements			**30-31**
BIO	223	Botany	(4)
BIO	240	Cell Biology	(4)
BIO	324	Biochemistry	(4)
BIO	325	Ecology	(4)
BIO	421	Genetics	(4)
BIO	499	Senior Seminar in Biology	(3)

Two other upper-division (300-400 level) courses in **biology,** excluding BIO 420 and BIO 426. Only one of the Courses may be taken without a laboratory (7-8)

Students desiring to teach biology in the secondary level should enroll in the biology program and take the 18-hour education minor that is comprised of the following courses.

Education Minor			**18**
EDU	226	Human Growth and Development **OR**	
EDU	328	Adolescence	(3)
EDU	304	Human Exceptionalities in the classroom	(3)
EDU	336	Reading in the Content Area	(3)

EDU	425	Classroom Management and Organization	(3)
EDU	427	Educational Assessment	(3)
EDU	437	Special Methods of Teaching Secondary Science	(3)
Optional extra semester			
EDU	480/481	Internship and Seminar	10
EDU	**428**	**Education Governance**	**2**
		Total Credits	**133-137**

Chemistry Minor

Requirements for a minor in chemistry consist of 20 credit hours including the following courses:

			Credit Hours
CHE	123	General Chemistry I	(4)
CHE	124	General Chemistry II	(4)
CHE	311	Organic Chemistry I	(4)
CHE	312	Organic Chemistry II	(4)
CHE	321	Quantitative Chemical Analysis	(4)
		Total Credits	**20**

Economics Minor

The economics minor is designed for students interested in pursuing the study of economics as a social science. This minor requires 15 credit hours.

			Credit Hours
ECO	201	Principles of Macroeconomics	(3)
ECO	202	Principles of Microeconomics	(3)
Plus three upper-division economics courses selected by the student in consultation with economics department faculty.			(9)
		Total Credits	**15**

English Major

Bachelor of Arts

The major in English is designed to develop in students an understanding of language and its uses; an effective, individual writing voice; a critical and aesthetic appreciation of literature; and an understanding of how literature illuminates the diversity of human experience. Because of its comprehensive nature and its focus on critical and analytical thinking and writing skills, the major prepares students for graduate study in English, library science and law as well as career paths in which effective communication is central such as teaching, publishing, advertising, public relations, theatre or professional writing.

All students majoring in English take a 36-semester hour core of courses and choose a complementary 10-12 semester hour specialization in advanced literary study, creative writing or theatre. Students wishing to teach English at the secondary level should take the 21-hour education minor in place of one of the above areas of specialization. All students pursuing an English major must take the Junior Oral Examination (ENG 399) during the spring term of their junior year.

Note: Students who declared the English major prior to the 2002-03 catalog should consult their particular catalog and meet with their academic advisors to determine appropriate coursework.

Advanced Literary Study Specialization

			Credit Hours
Program Components			
General Education and Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Advanced Literary Study			**12**
Students pursuing a specialization in literary study must take the following additional coursework along with the core curriculum.			
ENG	435	Literary Criticism	(3)
ENG	321	The English Novel	(3)
Upper Division English Elective			(3)
Upper Division English Elective			(3)

English Core Curriculum			**36**
ENG	201	Expository Writing	(3)
ENG	220	Intro. to Literary Study and Research	(3)
ENG	312	Foundations of British Literature I	(3)
ENG	313	Foundations of British Literature II	(3)
ENG	320	Foundations of American Literature	(3)
ENG	323	History and Structure of the English Language	(3)
ENG	399	Junior Oral Examination	(0)
ENG	340	Topics in Selected Literary Studies	(3)
ENG	413	Studies in Early British Literature	(3)
ENG	420	Studies in American Literature	(3)
ENG	422	Shakespeare	(3)
ENG	433	Studies in Modernism and Postmodernism	(3)
ENG	498	Senior Seminar	(3)
Electives			**24**
		Total Credits	**122**

Theatre Specialization

Program Components	**Credit Hours**
General Education and Physical Education	**50**
Computer Applications	**0-3**
COM 130 PC Applications (unless exempted)	(3)
Theatre	(10)

Students pursuing a specialization in theatre must take FAS 125 Intro to Theatre as their general education course in the fine arts. This course acts as a prerequisite to all other theatre courses. Students will complete the specialization with the following courses:

FAS	127	Acting	(3)
FAS	220	Theatre Playhouse 90 (1 credit, taken a minimum of two times)	(2)
FAS	222	Directing	(3)
FAS	230	Theatre Practicum I	(1)
FAS	240	Theatre Practicum II	(1)

English Core Curriculum			**36**
ENG	201	Expository Writing	(3)
ENG	220	Introduction to Literary Study and Research	(3)
ENG	312	Foundations of British Literature I	(3)
ENG	313	Foundations of British Literature II	(3)
ENG	320	Foundations of American Literature	(3)
ENG	323	History and Structure of the English Language	(3)
FAS	330	Theatre History & Theory	(3)
ENG	336	Modern Drama	(3)
ENG	340	Topics in Selected Literary Studies	(3)
ENG	399	Junior Oral Examination	(0)
ENG	420	Studies in American Literature	(3)
ENG	422	Shakespeare	(3)
ENG	498	Senior Seminar	(3)
Electives			**26**
		Total Credits	**122**

Creative Writing Specialization

Program Components	**Credit Hours**
General Education and Physical Education	**50**
Computer Applications	**0-3**
COM 130 PC Applications (unless exempted)	(3)
Creative Writing	**12**

Students pursuing a specialization in creative writing must take ENG 202: Creative Writing as the General Education course in fine arts and will take three of the following in addition to the core curriculum:

Three of the following (9 credits)

ENG	227	Journalism	(3)
ENG	332	Creative Non-Fiction	(3)
ENG	334	Short Story	(3)
ENG	335	Verse Writing	(3)
ENG	326	Playwriting	(3)
AND			
ENG	430	Independent Writing	(3)

English Core Curriculum			**36**
ENG	201	Expository Writing	(3)
ENG	220	Introduction to Literary Study and Research	(3)
ENG	312	Foundations of British Literature I	(3)
ENG	313	Foundations of British Literature II	(3)
ENG	320	Foundations of American Literature	(3)
ENG	323	History and Structure of the English Language	(3)
ENG	340	Topics in Selected Literary Studies	(3)
ENG	399	Junior Oral Examination	(0)
ENG	413	Studies in Early British Literature	(3)
ENG	420	Studies in American Literature	(3)
ENG	422	Shakespeare	(3)
ENG	433	Studies in Modernism and Postmodernism	(3)
ENG	498	Senior Seminar	(3)
Electives			**24**
		Total Credits	**122**

English Major with Education Minor

Program Components	**Credit Hours**
General Education and Physical Education	**50**
Computer Applications	**0-3**
COM 130 PC Applications (unless exempted)	(3)
Education Minor	**21**

Students desiring to teach English at the secondary level should enroll in the 36-hour English core and take the 21-hour education minor which is comprised of the following courses.

EDU	226	Human Growth and Development **OR**	
EDU	328	Adolescence	(3)
EDU	304	Human Exceptionalities in the Classroom	(3)
EDU	333	Adolescent Literature	(3)
EDU	336	Reading in the Content Area	(3)
EDU	425	Classroom Management and Organization	(3)
EDU	427	Educational Assessment	(3)
EDU	437	Special Methods of Teaching Secondary English	(3)
Optional extra semester			
EDU	480/481	Internship and Seminar	10
EDU	428	Education Governance	2
English Core Curriculum			**36**
ENG	201	Expository Writing	(3)
ENG	220	Introduction to Literary Study and Research	(3)
ENG	312	Foundations of British Literature I	(3)
ENG	313	Foundations of British Literature II	(3)
ENG	320	Foundations of American Literature	(3)
ENG	323	History and Structure of the English Language	(3)
ENG	340	Topics in Selected Literary Studies	(3)
ENG	399	Junior Oral Examination	(0)
ENG	413	Studies in Early British Literature	(3)
ENG	420	Studies in American Literature	(3)
ENG	422	Shakespeare	(3)
ENG	433	Studies in Modernism and Postmodernism	(3)
ENG	498	Senior Seminar	(3)
Electives			**11**
		Total Credits	**122**

English Minor

The English minor is designed to provide students with a diverse approach to the study of literature. This minor requires 21 credit hours.

			Credit Hours
ENG	220	Introduction to Literary Study and Research	(3)
ENG	312	Foundations of British Literature I	(3)
ENG	313	Foundations of British Literature II	(3)
ENG	320	Foundations of American Literature	(3)
Plus three upper level English courses			(9)
		Total Credits	**21**

Environmental Science Major

Bachelor of Science

A major in environmental science is primarily designed to prepare students for employment as environmental scientists by government agencies industry, and environmental or engineering consulting firms. This major also prepares students for admission into graduate programs in biology or environmental science. This program of study is reading, oral and writing intensive. Environmental science majors earn credits from life and physical sciences that explore both facts and epistemologies employed by scientists. As a result, environmental science majors are not required to take the two scientific perspective courses.

Program Components	Credit Hours
General Education and Physical Education	**50**
All Environmental Science majors are required to complete BIO 130, PHY 221 and MAT 161 as part of their General Education program.	
Computer Applications	**0-3**
COM 130 PC Applications (unless exempted)	(3)
Foundation Courses	**23**
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
MAT 201 Introduction to Statistics	(3)
PHY 222 General Physics II	(4)
Major Requirements	**29**
BIO 223 Botany	(4)
BIO 240 Cell Biology	(4)
BIO 325 Ecology	(4)
BIO 425 Microbiology	(4)
ENV 201 Geoscience	(4)
ENV 401 Advanced Environmental Science	(4)
ENV 402 Environmental Regulations	(2)
ENV 403 Seminar in Environmental Science	(3)
Electives	**17-20**
Total Credits	**122**

(CHE 321 Quantitative Chemical Analysis, SSC 327 Cultural Anthropology and ECO 202 Principles of Microeconomics are highly recommended.)

History Major

Bachelor of Arts

A 36-hour major in history is designed as preparation for graduate study in history, as part of a pre-law program, as preparation for careers in business and public affairs, for library or museum careers or as part of a general liberal arts education.

Program Components	Credit Hours
General Education and Physical Education	**50**
Computer Applications	**0-3**
COM 130 PC Applications (unless exempted)	(3)
Major Requirements	**36**
HTY 121 United States History to 1865	(3)
HTY 122 United States History Since 1865	(3)
HTY 123 Western Civilization to 1500	(3)
HTY 124 Western Civilization Since 1500	(3)
HTY 339 Readings in History	(3)
HTY 427 History of Ideas	(3)
HTY 499 Senior Seminar in History	(3)
Five other courses in history: three of which must be upper division (300-400 level) and two of which must be in non-western history	(15)
Electives	**33-36**
Total Credits	**122**

Majors are strongly encouraged to take Spanish language courses.

History Major with Education Minor

Bachelor of Arts			Credit Hours
Program Components			
General Education and Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Education Minor			**18**
Students desiring to teach Social Studies at the secondary level should enroll in and take the 18-hour education minor which is omprised of the following courses.			
EDU	226	Human Growth and Development	
		OR	
EDU	328	Adolescence	(3)
EDU	304	Human Exceptionalities in the classroom	(3)
EDU	336	Reading in the Content Area	(3)
EDU	425	Classroom Management and Organization	(3)
EDU	427	Educational Assessment	(3)
EDU	437	Special Methods of Teaching Secondary Social Studies	(3)
Optional extra semester			
EDU	480/481	Internship and Seminar	10
EDU	428	Education Governance	2
History Major Requirements			**36**
HTY	121	United States History to 1865	(3)
HTY	122	United States History Since 1865	(3)
HTY	123	Western Civilization to 1500	(3)
HTY	124	Western Civilization Since 1500	(3)
HTY	339	Readings in History	(3)
HTY	427	History of Ideas	(3)
HTY	499	Senior Seminar in History	(3)
Five other courses in history: three of which must be upper division (300-400 level) and two of which must be in non-western history			(15)
Electives must be applied to POL & ECO courses			**16**
		Total Credits	**122**

History Minor

The history minor is designed to allow a student with the love of the past to explore that intellectual passion in a structured way. This minor requires 18 credit hours.

			Credit Hours
HTY	121	United States History to 1865 or	
HTY	122	United States History Since 1865	(3)
HTY	123	Western Civilization to 1500 or	
HTY	124	Western Civilization Since 1500	(3)
Four other electives in history, at least two of which must be upper-level (300-400 level)			(12)
		Total Credits	**18**

International Studies Major

Bachelor of Arts

A 36-hour major in international studies is designed to provide a foundation for graduate study in various international fields, as preparation for an international business, diplomatic or military career, or as part of a general liberal arts education.

Students are strongly encouraged to complete at least two semesters of a foreign language and are strongly encouraged to study overseas for a semester or full year.

			Credit Hours
Program Components			
General Education and Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Major Requirements			**36**
HTY	124	Western Civilization Since 1500	(3)
HTY	325	Modern Russia	(3)
HTY/POL	426	United States Diplomatic History	(3)
HTY	499	Senior Seminar in History	(3)
POL	323	Comparative Politics	(3)
POL	423	International Relations	(3)

Students must choose six courses from the following: **18**

HTY 225 Far Eastern Civilization
HTY 227 Latin America and the Caribbean
HTY 233 The Modern Middle East
HTY/POL330 War and Peace
HTY/POL 333 Palestine and Israel
HTY/POL337 Legacies of the British Empire
HTY/POL422 Europe in the Twentieth Century
POL 324 Politics of Developing Nations
POL 328 International Law and Organizations
REL 223 Religions of the World I: Western Religions
REL 224 Religions of the World II: Eastern Religions
SSC 327 Cultural Anthropology

Electives **33-36**

Total Credits **122**

All majors must take a foreign language course.

All students are strongly encouraged to spend one semester or one year in a Saint Leo-affiliated Study Abroad Program in Paris, Rome, Barcelona or London where they can undertake their language requirement and continue taking courses for their major.

Medical Technology Major

Bachelor of Science

Students majoring in medical technology spend three academic years at Saint Leo University, with the fourth year spent at an affiliated hospital. During the first three years the student must complete **93-96** credit hours. In the third year, the student should apply for admission to the clinical program at an affiliated hospital. The student is still registered at Saint Leo University during this period and will receive an additional 30 credit hours. Medical technology majors earn credits from life and physical sciences that explore both facts and epistemologies employed by scientists. As a result, medical technology majors are not required to take the two scientific perspective courses.

Program Components	**Credit Hours**
General Education and Physical Education	**50**
All Medical Technology majors are required to complete BIO 130, PHY 221 and MAT 161 as part of the General Education program.	
Computer Applications	**0-3**
COM 130 PC Applications (unless exempted)	(3)
Foundation Courses	**28**
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
CHE 321 Quantitative Chemical Analysis	(4)
MAT 231 Calculus I	(4)
PHY 222 General Physics II	(4)
Major Requirements	**15**
BIO 240 Cell Biology	(4)
BIO 422 Immunology	(3)
BIO 425 Microbiology	(4)
One other upper-division (300-400 level) course in biology	(4)
Clinical Program	**30**
The clinical program is taken during the senior year at an affiliated hospital.	
MED 410 Clinical Microbiology & Parasitology	(6)
MED 412 Clinical Urinalysis and Body Fluids	(2)
MED 413 Introduction to Medical Technology	(1)
MED 420 Clinical Hematology	(6)
MED 421 Clinical Immunohematology	(6)
MED 422 Clinical Immunology	(2)
MED 430 Clinical Chemistry	(6)
MED 431 Clinical Laboratory Management and Education	(1)
Total Credits	**123**

Math Minor

Requirements for a minor in mathematics consist of 19 semester hours of credit in mathematics to include:

			Credit Hours
MAT	201	Introduction to Statistics	3
MAT	231	Calculus I	4
MAT	232	Calculus II	3
Three other courses in mathematics to be selected from the following:			9
MAT	323	Calculus III	(3)
MAT	331	Probability and Statistics	(3)
MAT	334/	GBA 334 Mathematics for Decision Makers	(3)
MAT	341	College Geometry	(3)
MAT	351	Number Theory	(3)
MAT	361	Linear Algebra	(3)
MAT	362	Modern Abstract Algebra	(3)
MAT	411	Differential Equations	(3)
		Total Credits	**19**

Music Minor

The minor in music is offered for personal enrichment. The minor in music requires the following 19 hours.

			Credit Hours
MUS	105, 106, 107, 108 or 116		(3)
MUS	120-420 Private Instruction		(4)
MUS	121	Music Theory I	(3)
MUS	122	Music Theory II	(3)
MUS	321	Music History I	(3)
MUS	322	Music History II	(3)
		Total Credits	**19**

Philosophy Minor

The minor in philosophy requires 15 hours in philosophy courses. The minor provides personal enrichment and is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students majoring in political science and pre-law.

Political Science Major

Bachelor of Arts

A 30-hour major in political science is designed as preparation for graduate or legal study, for a career in politics or public service, or as part of a general liberal arts education.

Program Components			**Credit Hours**
General Education and Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Major Requirements			**30**
POL	121	Introduction to Politics	(3)
POL	223	American Federal Government	(3)
POL	224	American State and Local Government	(3)
POL	311	Political and Legal Theory I or	
POL	312	Political and Legal Theory II	(3)
POL	323	Comparative Politics or	
POL	324	The Politics of Developing Nations	(3)
POL	326	U.S. Constitutional Law I or	
POL	327	U.S. Constitutional Law II	(3)
POL	328	International Law and Organizations or	
POL	423	International Relations	(3)
POL	499	Senior Seminar in Political Science	(3)
Two other upper-division (300-400 level) courses in political science, CRM 321, CRM 322, or HTY/POL 426			6
Electives			**39-42**
		Total Credits	**122**

Majors are strongly encouraged to take language courses, participate in internships and study abroad.

Political Science Minor

The political science minor is designed to enable a student with an interest in political systems to explore that interest. This minor requires 18 credit hours.

			Credit Hours
POL	121	Introduction to Politics	(3)
POL	223	American Federal Government	(3)
POL	323	Comparative Politics	(3)
Three additional electives in political science, at least two of which must be 300-400 level			(9)
		Total Credits	**18**

Psychology Major

Bachelor of Arts

The courses required for the 36-37 hour major reflects the diversity of the many subfields in psychology. Required courses are designed to provide students with a well-rounded education in the discipline while allowing sufficient room for electives. Graduates of the program are prepared for advanced study in psychology and related disciplines as well as employment in professional entry level positions in human service settings and mental health facilities. Students may also consider a psychology major as preparation for careers in law, personnel and sales.

Program Components			**Credit Hours**
General Education and Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Major Requirements			**36-37**
PSY	121	Introduction to Psychology	(3)
SSC	223	Statistics for the Social Sciences or	
MAT	201	Introduction to Statistics	(3)
PSY	228	Social Psychology	(3)
PSY	324	Experimental Psychology	(3 or 4)
PSY	327	Abnormal Psychology **or**	(3)
PSY	422	Psychology of Learning	
PSY	412	Cognitive Psychology	(3)
PSY	496	Comprehensive Psychology Examination	(0)
PSY	499	Senior Seminar in Psychology	(3)
Five other upper-division (300-400 level) courses in psychology			(15)
Electives			**32-36**
		Total Credits	**122**

Psychology majors are encouraged to become involved in research and/or to complete a practicum or internship in the field.

Psychology Minor

The psychology minor is useful for students interested in the scientific study of human behavior. A psychology minor may be helpful to students planning careers in business, medicine and law.

			Credit Hours
PSY	121	Introduction to Psychology	(3)
SSC	223	Statistics for the Social Sciences or	
MAT	201	Introduction to Statistics	(3)
Four additional electives in psychology, at least three of which must be upper-division (300-400 level) courses.			(12)
		Total Credits	**18**

Religion Major

Bachelor of Arts

The major in religion requires 30 hours and is intended as preparation for graduate study in religion and ministry and for personal enrichment. Students majoring in religion should consider a second major in another field, such as English or social science.

Program Components			**Credit Hours**
General Education and Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)

Major Requirements			**30**
REL	124	Introduction to the Old Testament	(3)
REL	201	Introduction to the New Testament	(3)
(may be replaced with REL 325 with approval of the dean)			
REL	320	Foundations of Christian Faith or	
REL	401	The Catholic Tradition	(3)
REL	333	Survey of Christian Theology I	(3)
REL	334	Survey of Christian Theology II	(3)
REL	220	Christian Morality or	
REL	345	Christian Social Ethics	(3)
REL	223	Religions of the World I: Western	(3)
REL	224	Religions of the World II : Eastern	(3)
Two other courses in Religion			(6)
Electives			**39-42**
		Total Credits	**122**

Students must complete a departmental comprehensive outcomes exam in their senior year; see center director or religion coordinator for this exam.

Religion Minor

The minor in religion requires 18 hours in religion, nine of which must be in upper-division (300-400 level) courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools.

In addition to the major and minor in religion, the University works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious, and laity. Credit and non-credit programs are available in support of permanent diaconate formation, youth ministry and lay leadership.

Sociology Major

Bachelor of Arts

The 36-hour major in sociology is designed as preparation for graduate study, for careers that involve working with people, law or as part of a liberal arts education.

Program Components			**Credit Hours**
General Education & Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Major Requirements			**36**
SOC	121	Introduction to Sociology	(3)
SOC	323	Sociological Theory	(3)
SOC/SSC	222	Social Problems	(3)
SOC/SSC	223	Statistics for the Social Sciences	(3)
SSC/SWK	320	Methods of Social Research	(3)
HTY/SSC	322	Race and Ethnicity in American Culture	(3)
SOC/SSC	324	Marriage and the Family	(3)
SOC/SSC	327	Applied Anthropology	(3)
SOC	499	Senior Seminar in Sociology	(3)
Three other upper-division (300-400 level) courses in sociology (SOC), social science (SSC), criminology (CRM), SWK 319 or SWK 328			(9)
Electives			**33-36**
		Total Credits	**122**

Majors are strongly encouraged to take Spanish language courses.

Sociology Minor

A sociology minor allows students to explore social systems. This minor may be useful to students interested in careers in the law or law enforcement. This minor requires 18 credit hours.

			Credit Hours
SOC	121	Introduction to Sociology	(3)
SOC/ SSC	222	Social Problems	(3)
Four additional electives in sociology (SOC), social work (SWK) or social science (SSC), at least three of which must be 300-400 level			(12)
		Total Credits	**18**

Theatre Minor

The theatre minor provides students from any major a structured opportunity to explore the rich cultural dimensions provided by an active engagement in the performing arts.

			Credit Hours
FAS	125	Introduction to Theatre	(3)
FAS	127	Acting	(3)
ENG	336	Modern Drama or	
ENG	422	Shakespeare	(3)
FAS	330	Theatre History and Theory or	
FAS	222	Directing	(3)
Six credits from these group of courses:			**(6)**
FAS	220	Theatre Playhouse 90 (may be repeated)	
FAS	230	Theatre Practicum I (may be repeated)	
FAS	240	Theatre Practicum II (may be repeated)	
ENG	326	Playwriting	
ENG	430	Independent Writing (under guidance of Theatre Supervisor)	
ENG	318	or 428 Communications Pre-Internship or Internship (under Guidance of Theatre Supervisor)	
FAS	429	Advanced Directed Study and Research (under guidance of Theatre Supervisor)	
		Total Credits	**18**

School of Business

Dr. Thomas W. Zimmerer, Dean

The mission of the Saint Leo University School of Business is to develop professionally competent graduates and responsible leaders in the global business and social environment. The School supports the mission of the University through a broad liberal arts education and specialized business courses. To ensure a complete education, every business program is structured from a broad liberal arts education to career-specific business courses. Each program in the School of Business is built on a foundation of general education courses. Thus, the Saint Leo business graduate is prepared by focusing on critical thinking, on creative problem solving and on improved interpersonal communication skills.

The School accomplishes its mission by supporting

- excellence in teaching by a dedicated faculty,
- scholarly faculty activity, and
- service involvement of students and faculty to the business and University communities.

Specific mission objectives include providing students with

- the skills to manage effectively in a changing global environment,
- an integrative perspective of organizational operations, and
- an awareness of their contribution to improving society.

The School has the following degree programs accredited by the International Assembly for Collegiate Business Education (IACBE):

Bachelor of Arts degree in Accounting. This program prepares the graduate for an entry-level accounting position in profit, not-for-profit and governmental organizations.

Bachelor of Arts degree in Business Administration. This program is designed for students entering the business world in almost any type of organization. The student selects a specialization from among the following: accounting, golf course management, health services management, hospitality and tourism management, international business, management, marketing, technology management.

Bachelor of Arts degree in Human Resources Administration. This program is designed for the student who wishes to pursue a career in personnel management or human services.

Bachelor of Arts degree in Sport Management. The program provides the foundation for careers in managing sport programs and facilities at either the amateur or professional levels.

Bachelor of Science degree in Computer Information Systems. This program offers the student the technical knowledge and skills needed to succeed in the field of computer applications in the business world.

Master of Business Administration. The School offers a graduate program for the working adult. It emphasizes managerial skills in addition to the other functional areas of business. For a full program description see the section on graduate programs.

To ensure a complete education, every business program is structured from a broad liberal arts education to career-specific business courses. Each program in the School of Business is built on a foundation of general education courses, a core of common business courses, support courses from disciplines within the University but outside the School of Business and the specialized courses that prepare the student for particular personal career objectives.

Undergraduate students interested in pursuing an MBA degree may choose to enroll in the Saint Leo University Accelerated five year BA/MBA program. This accelerated MBA degree is available for students with any academic major. To qualify for the accelerated BA/MBA degree, a student must have:

1. Earned a 3.2 undergraduate GPA;

2. Academic advisors may wish to encourage students to take the following courses as electives if they are not business majors: ACC 201, ACC 202, MGT 301, MKT 301 and GBA 334. All business majors will have had these courses; and
3. Received recommendations from two faculty members.

Common Body of Knowledge

The common body of knowledge for all School of Business majors provides the academic background to understand the economic structure of our global society. Those who enter the competitive market for scarce resources must be prepared to support public and private segments of our society. The School has developed an academic program in conjunction with the liberal arts that develops the whole person capable of creative critical thinking and problem solving. Courses taken by all majors within the School include:

Components			Credit Hours
ACC	201	Principles of Accounting I	3
ACC	202	Principles of Accounting II	3
GBA	321	Essential Business Skills	3
MGT	301	Principles of Management	3
MGT	325	Finance for Managers	3
MGT	327*	Management Information Systems	3
MKT	301	Principles of Marketing	3
GBA	231	Business Law I	3
GBA	334**	Quantitative Methods	3
GBA	498***	Strategic Management	3
		Total Credits	**30**

Note: business administration with a specialization in health services management follows a different common body of knowledge.

*Accounting majors substitute ACC 303 Accounting Information Systems for this course. CIS majors substitute COM 424, Information Resource and Technology Management, for this course.
**CIS majors substitute COM 315, Decision Support Systems, for this course.
***Several majors within the School of Business have specialized courses as a capstone experience.

Major support courses required for all majors are provided by other programs at the University. The courses are:

Components			Credit Hours
ECO	201	Principles of Macroeconomics	3
ECO	202	Principles of Microeconomics	3
COM	130	PC Applications	3
ENG	121	Academic Writing I	3
ENG	122	Academic Writing II	3
MAT	141	Finite Mathematics	3
MAT	201	Introduction to Statistics	3
PHI	328	Business Ethics	3

Accounting Major

Bachelor of Arts

The major in accounting is designed to prepare a University graduate for entry level accounting positions in profit, not-for-profit and governmental environments. The program establishes a foundation for students who wish to continue their education to become a certified public accountant (CPA) or certified management accountant (C.M.A.). A C.P.A. holds a state license to practice public accounting in a particular state. State licensing requirements differ as to education, residency and experience requirements. Many states have adopted the 150 hour rule for the number of academic credits required to sit for the C.P.A. exam. Florida is one such state. The educational requirement for taking the Uniform Certified Public Accountant examination in Florida includes:

1. Completing requirements for the bachelor of arts degree in Accounting;
2. Taking at least 30 hours beyond the bachelor degree level;
3. Taking an additional 12 accounting credit hours beyond the minimum requirements for the accounting degree. Upper level accounting courses should total 36 credit

hours. The 36 hours should include 12 hours of financial and/or cost courses, 6 hours of taxation and 6 hours of auditing; and

4. Taking GBA 332 Business Law II and 12 credit hours of non-accounting upper level business courses beyond the major. Florida requires a total of 39 hours of non-accounting upper level business courses of which 6 hours must be in business law.

Students planning on taking the C.P.A. examination should contact the state board of accountancy in the state where they plan to take the certification examination for eligibility requirements.

Program Components			Credit Hours
General Education and Physical Education			**50**
Including MAT 141 and ECO 201			
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Common Body of Knowledge			**30**
Including GBA 498 as capstone course			
Major Requirements			**21**
AC C	301	Intermediate Accounting I	(3)
ACC	302	Intermediate Accounting II	(3)
ACC	331	Cost Accounting	(3)
ACC	401	Advanced Accounting	(3)
ACC	411	Auditing	(3)
ACC	412	Advanced Auditing	(3)
ACC	421	Federal Taxes I	(3)
ACC	499	Accounting Comprehensive Exam	(0)
Required Support Courses			**9**
ECO	202	Principles of Microeconomics	(3)
MAT	201	Introduction to Statistics	(3)
PHI	328	Business Ethics	(3)
Electives			**9-12**
		Total Credits	**122**

Recommended electives include:

ACC	332	Advanced Cost Accounting
ACC	304	Government and Not-For-Profit Accounting
ACC	405	Accounting Theory and Research
ACC	422	Corporate Federal Income Taxes
ACC	423	Estates, Trusts and Gift Taxation
ACC	425	Accounting Internship
GBA	332	Business Law II

Accounting Minor

Students may minor in accounting with majors in other than business administration. Business administration majors may also minor in areas that are not in their specialization.

			Credit Hours
ACC	201	Principles of Accounting I	(3)
ACC	202	Principles of Accounting II	(3)
ACC	301	Intermediate Accounting I	(3)
ACC	302	Intermediate Accounting II	(3)
Other upper division accounting course			(3)
		Total Credits	**15**

Associate of Arts Degree in Business Administration

			Credit Hours
COM	130	PC Applications	(3)
ENG	121	Academic Writing I	(3)
ENG	122	Academic Writing II	(3)
FAS	101	Integrated Arts	(3)
MAT	128	Algebra and Functions OR Higher Except MAT 201	(3)
PHI	101	Quest for Wisdom	(3)
REL	201	Introduction to the New Testament **or**	(3)
REL	220	Christian Morality **or**	
REL	223	Religions of the World I: West **or**	
REL	224	Religions of the World II: East	
SCI	101	Integrated Physical Science	(3)
SCI	102	Integrated Life Science	(3)
SSC	101	The Human Behavior Perspective	(3)
SSC	102	The Global Perspective	(3)
ACC	201	Principles of Accounting I	(3)
ACC	202	Principles of Accounting II **or**	(3)
GBA	321	Essential Business Skills	
ECO	201	Macroeconomics	(3)
ECO	202	Microeconomics	(3)

GBA	231	Business Law I	(3)
MGT	301	Principles of Management	(3)
MKT	301	Principles of Marketing	(3)
PED	102	Concepts of Wellness (unless waived)	(2)
Electives			**(6)**
		Total Credits	**62**

Business Administration Major

Bachelor of Arts

The business administration major is designed for students who want to enter any type of world-wide organization. Students must select one specialization and may choose two. Specialization combinations may not include management and technology management.

Those who enter the business world must be prepared to support all other segments of business as well as segments of our society. The business program prepares a well-rounded person capable of creative analytical thought and communication.

The specializations are:

- Accounting
- Golf Course Management
- Health Services Management
- Hospitality and Tourism Management
- International Business
- Management
- Marketing
- Technology Management

Internships are encouraged for all qualified students.

Program Components	**Credit Hours**
General Education and Physical Education	**50**
Including MAT 141 and ECO 201	
Computer Applications	**0-3**
COM 130 PC Applications (unless exempted)	(3)
Common Body of Knowledge	**30**
Including GBA 498 as the capstone course	
Required Support Courses	**9**
ECO 202 Principles of Microeconomics	(3)
MAT 201 Introduction to Statistics	(3)
PHI 328 Business Ethics	(3)
Specialization courses	**14-27**
Electives	**3-19**
Total Credits	**122**

Accounting Specialization

The accounting specialization is designed to prepare a University graduate for entry level accounting positions in profit, not-for-profit and governmental environments.

			Credit Hours
ACC	301	Intermediate Accounting I	(3)
ACC	302	Intermediate Accounting II	(3)
ACC	303	Accounting Information Systems	(3)
ACC	331	Cost Accounting	(3)
ACC	411	Auditing	(3)
ACC	421	Individual Federal Income Taxes	(3)
		Total Credits	**18**

See the accounting major for C.P.A. certification comments.

Golf Course Management Specialization

The golf course management specialization prepares a student to enter the various professional facets of the golf industry. The student has a solid foundation in general business administration as well as completing specialized courses in golf course management.

Required courses in addition to the Common Body of Knowledge and support courses are:

			Credit Hours
GCM	101	Introduction to Golf Management	(2)
GCM	102	Orientation To Golf Professional Training Program	(1)
GCM	314	Golf Course Management Internship	(6)
GCM	405	Club Management	(3)
TUR	201	Turf Management	(3)

MGT	331	Management of Human Resources	(3)
MKT	307	Advertising Management	(3)
MKT	308	Personal Selling	(3)
MKT	354	Principles of Retailing	(3)
MKT	383	Consumer Behavior	(3)
		Total Credits	**30**

Health Services Management Specialization

The Health Services Management specialization is designed for students who plan administrative careers in health service organizations.

Program Components			**Credit Hours**
General Education and Physical Education			**50**
Including MAT 141 and ECO 201			
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Business Core Requirements			**30**
ACC	201	Principles of Accounting I	(3)
ACC	202	Principles of Accounting II	(3)
GBA	231	Business Law I	(3)
GBA	321	Essential Business Skills	(3)
HCA	410	Quality Improvement in Health Care	(3)
HCA	498	Health Care Plan & Policy Management	(3)
MGT	301	Principles of Management	(3)
MGT	325	Finance for Managers	(3)
MGT	327	Management Information Systems	(3)
MKT	301	Principles of Marketing	(3)
Required Support Courses			**9**
ECO	202	Principles of Microeconomics	(3)
MAT	201	Introduction to Statistics	(3)
PHI	324	Medical Ethics	(3)
Specialization Courses			**18-27**
HCA	302	Health Care Organization	(3)
HCA	303	Managed Care	(3)
HCA	402	Epidemiology	(3)
HCA	425	Health Care Internship	(3-12)
MGT	331	Management of Human Resources	(3)
MGT	412	Organizational Behavior and Development	(3)
Electives			**3-15**
		Total Credits	**122**

Hospitality and Tourism Management Specialization

The hospitality and tourism management program includes lodging, food and beverage, and convention and meetings. The hospitality industry is the largest and fastest growing segment of the service economy. This specialization prepares students to participate professionally in this exciting industry.

Required courses in addition to the Common Body of Knowledge and support courses are:

			Credit Hours
HTM	220	Introduction to Restaurant and Hotel Management	(3)
HTM	305	Restaurant Management Operations	(3)
HTM	310	Hotel Management Operations	(3)
HTM	322	Environmental Science in Hospitality	(3)
HTM	498	Seminar in Restaurant and Hotel Management	(3)
HTM	425,6,7	Internships	(6)
		Total Credits	**21**

Additional recommended electives include: MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; and MKT 383 Consumer Behavior.

International Business Specialization

The International Business specialization prepares students for careers in international operations. Proficiency in a foreign language and culture are required. Internships may be completed in the U.S. but it is advisable for students to complete their internship abroad. If a student chooses not to take the nine-credit hour internship, these nine hours will be replaced by courses selected with the International Business advisor.

In addition to the Common Body of Knowledge and support courses, a demonstrated proficiency in a language other than English is required at an equivalent level of 12 credit hours, accomplished through coursework, by CLEP exam or challenge exam. A challenge exam does not relieve the student from the academic hours required to complete a degree program.

			Credit Hours
ECO	424	International Political Economy	(3)
MGT	340	International Management	(3)
MKT	463	International Marketing	(3)
MGT	425	International Internship	(9)
		Total Credits	**18**

Management Specialization

The management specialization is relevant to students of any discipline who plan to own or manage any size organization, large or small, public or private, profit or non-profit. Courses stress the importance of managing in a global environment and understanding the ethical implications of managerial decisions. Required courses in addition to the Common Body of Knowledge and support courses are:

			Credit Hours
MGT	331	Management of Human Resources	(3)
MGT	398	Organization Theory	(3)
MGT	410	Continuous Quality Management	(3)
MGT	412	Organizational Behavior and Development	(3)
Business Elective (300-400 level selected from ACC, COM, ECO, FIN, GBA, HCA, HRA, MGT, MKT, HTM, POL 325)			(3)
		Total Credits	**15**

Management Minor

Students may minor in management with majors in other than business administration.

			Credit Hours
MGT	301	Principles of Management	(3)
Plus (4) other upper-level management courses			(12)
		Total Credits	**15**

Marketing Specialization

The marketing specialization is designed for the student planning a career in sales, advertising, consumer relations, marketing management, retailing services, small business operations or international business. Students develop a breadth of knowledge about the dynamic consumer orientation process by which persons and organizations strive to anticipate and satisfy customers' product needs and wants. The student develops an understanding of marketing concepts and functions.

Required courses in addition to the Common Body of Knowledge and support courses are:

			Credit Hours
MKT	307	Advertising Management	(3)
MKT	308	Personal Selling	(3)
MKT	324	Marketing Research	(3)
MKT	354	Principles of Retailing	(3)
MKT	383	Consumer Behavior	(3)
MKT	463	International Marketing	(3)
MKT	498	Marketing Policies and Strategies	(3)
		Total Credits	**21**

Marketing Minor

Students may minor in marketing with majors in other than business administration. Business administration majors may also minor in areas that are not their specialization.

			Credit Hours
MKT	301	Principles of Marketing	(3)
Plus (4) other upper-level marketing courses			(12)
		Total Credits	**15**

Technology Management Specialization

The technology management program is designed for students who plan careers in the technological fields. **A prerequisite for admission is a 21 credit hour block of related technical credit (not including credit for military service).**

In addition to the Common Body of Knowledge and technical credits, support courses are:

			Credit Hours
MGT	331	Management of Human Resources	(3)
MGT	398	Organization Theory	(3)
MGT	412	Organizational Behavior and Development	(3)
		Total Credits	**30**

Computer Information Systems Major

Bachelor of Science

The bachelor of science in computer information systems (CIS) is designed for students interested in a successful career in the computer field. The courses focus on computer applications in business organizations.

Program Components	**Credit Hours**
General Education and Physical Education	**50**
Including MAT 141	
Computer Applications	**0-3**
COM 130 PC Applications (unless exempted)	(3)
Common Body of Knowledge	**24**
Including COM 498 as Capstone Course and COM 499 Comprehensive Exam	
Required Support Courses:	**6**
ECO 201 Principles of Macroeconomics	(3)
MAT 201 Introduction to Statistics	(3)
One course from the following:	**3**
COM 205 Introduction to Visual Basic	(3)
COM 207 Programming in C/C++	(3)
One course from the following:	**3**
COM 208 Programming in Visual Basic	(3)
COM 209 Programming in JAVA	(3)
All of the following courses:	**24**
COM 202 Introduction to Computer Information Systems	(3)
COM 315 Decision Support Systems * this course replaces GBA 334 in the CBK courses	(3)
COM 318 Electronic Commerce	(3)
COM 320 Systems Analysis and Design	(3)
COM 340 Introduction to Internet Applications (3)	
COM 410 Database Concepts and Programming	(3)
COM 415 Network Theory and Design	(3)
COM 424 Information Technology and Resource Management * This course replaces MGT 327 in the CBK courses	(3)
Electives	**7-10**
Total Credits	**122**

Computer Information Systems Minor

Business Administration majors may minor in areas that are not in their specialization.

		Credit Hours
COM	202 Introduction to Computer Information Systems	(3)
COM	318 Electronic Commerce	(3)
COM	320 System Analysis and Design	(3)
COM	410 Database Concepts and Programming	(3)
COM	415 Network Theory and Design	(3)
Any other COM course		(3)
	Total Credits	**18**

Health Care Administration Major

Bachelor of Science

The major in health care administration is designed for students who plan administrative careers in health services organizations. Students accepted in this major normally hold an ADN degree or diploma in nursing or an AS degree in an allied health science discipline with clinical experience. Students not holding such a degree may be admitted based on the equivalent of four full-time months of experience in a health care discipline or in a health services organization. Students with little or no experience in a health care discipline may be admitted but will be required to complete a 15 credit hour internship.

Waivers may be granted for HCA 425 — Health Care Internship. If granted, the student is required to substitute one of the following courses: GBA 321, GBA 332 or MGT 398.

Program Components			Credit Hours
General Education and Physical Education			**50**
Including MAT 141 and ECO 201			
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Major Requirements			**15-27**
HCA	302	Health Care Organization	(3)
HCA	402	Epidemiology	(3)
HCA	410	Quality Improvement Methods in Health Care	(3)
HCA	425	Health Care Internship	(3-15)
HCA	498	Health Planning and Policy Management	(3)
Other required courses			**30**
ACC	201	Principles of Accounting I	(3)
MGT	325	Finance for Managers	(3)
GBA	231	Business Law I	(3)
MAT	201	Introduction to Statistics	(3)
MGT	301	Principles of Management	(3)
MGT	331	Management of Human Resources	(3)
MGT	412	Organizational Behavior and Development	(3)
MGT	327	Management Information Systems	(3)
MKT	301	Principles of Marketing	(3)
PHI	324	Medical Ethics	(3)
Electives			**12-17**
		Total Credits	**122**

Recommended Electives: MGT 398 Organization Theory, POL 325 Public Administration, PSY 319 Human Behavior in Stress and Crisis, REL 424 Death and the Meaning of Life.

Human Resources Administration Major

Bachelor of Arts

The human resources administration (HRA) degree is designed to provide the academic foundation required by professional human resource practitioners and researchers. In addition to those courses required for everyone in the University and an HRA business course body of knowledge, specialized courses in human resources administration provide the individual with the foundation for a professional leadership career in the human resources area as well as further work in graduate education. An important component of the curriculum is the preparation for and the qualifying of graduates to sit for the Professional in Human Resources (PHR) certification examination, which is administered by the Human Resource Certification Institute (HRCI).

Program Components			Credit Hours
General Education and Physical Education			**50**
Including MAT 141 and PSY 121			
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)

Business Core Courses			**24**
GBA	321	Essential Business Skills	(3)
GBA	335	Administrative and Personnel Law	(3)
MGT	301	Principles of Management	(3)
MGT	327	Management Information Systems	(3)
MGT	331	Management of Human Resources	(3)
MGT	410	Continuous Quality Management	(3)
MGT	412	Organizational Behavior and Development	(3)
MGT	441	Labor Relations	(3)
Support Courses			**15**
MAT	201	Introduction to Statistics	(3)
PHI	328	Business Ethics	(3)
PSY	319	Human Behavior in Stress and Crisis	(3)
PSY	331	Interviewing and Counseling Skills	(3)
SSC	320	Methods of Social Research	(3)
Specialized Courses			**15**
HRA	330	Health Safety & Security	(3)
HRA	335	Selection and Placement	(3)
HRA	340	Training and Development	(3)
HRA	360	Compensation and Benefits	(3)
HRA	499	Seminar in Human Resources Administration	(3)
Electives			**15-18**
		Total Credits	**122**

Recommended electives include: ACC 201 Principles of Accounting I, MGT 325 Finance for Managers and MKT 301 Principles of Marketing.

Human Resources Administration Minor

Students may minor in Human Resources Administration with any University major.

			Credit Hours
GBA	335	Administrative and Personnel Law	(3)
HRA	335	Selection and Placement	(3)
HRA	340	Training and Development	(3)
HRA	360	Compensation and Benefits	(3)
MGT	331	Management of Human Resources	(3)
		Total Credits	**15**

Sport Management Major

Bachelor of Arts

The sport management major provides a foundation of study in sport-related activities, products and services. The primary goals of the program are to develop an in-depth knowledge of planning, organizing, leading and evaluating within the context of a sport or fitness organization; develop competent leaders for the various professions that focus on sport or fitness; and provide the foundation for students who desire to continue their study in graduate school. The Sport Management program provides the theoretical and practical framework for a number of professions that focus on leadership roles including youth, amateur and professional sports; recreation, college and university sports; and the marketing of all sport and fitness-related goods.

Program Components			**Credit Hours**
General Education and Physical Education			**50**
Including MAT 141 and ECO 201			
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Required Business Core Courses			**15**
ACC	201	Principles of Accounting I	(3)
ACC	202	Principles of Accounting II	(3)
GBA	321	Essential Business Skills	(3)
MGT	301	Principles of Management	(3)
MGT	327	Management Information Systems	(3)
Required Support Courses			**15**
MGT	331	Management of Human Resources	(3)
ECO	202	Principles of Microeconomics	(3)
ECO	355	Economics in Sport	(3)
MAT	201	Introduction to Statistics	(3)
PHI	328	Business Ethics	(3)

Required Sport Management Courses			**36-42**
SPM	114	Introduction To Sport Management	(3)
SPM	214	Practicum in Sport Management	(3)
SPM	220	Legal Environment of Sport Management	(3)
SPM	301	Sport Marketing and Promotion	(3)
SPM	321	Sociology of Sport	(3)
SPM	334	Sport Facility and Event Management	(3)
SPM	401	Sport Administration	(3)
SPM	405	Seminar in Sport Management	(3)
SPM	414	Internship in Sport Management	(6-12)
SPM	498	Sport Management Policy and Planning	(3)
PED	230	Community First Aid and Safety	(3)
Elective			**3**
		Total Credits	**122-128**

School of Education and Social Services

Dr. Maribeth Durst, Dean

The mission of the Saint Leo University School of Education and Social Services is to provide quality academic and applied experiences to students in education and the social services. The School supports the mission of the University with a broad foundation of a liberal arts-based education coupled with the knowledge, values and skills of the education and social services professions. The School's initiatives are dedicated to graduating effective professionals committed to building strong, responsive and caring communities.

To accomplish this mission, the objectives of the School's faculty are

- to embrace and commit to the ideals of excellence in teaching and quality community service,
- to remain active in their respective fields as researchers and practitioners,
- to teach students to develop an appreciation of the complexity and diversity in society and be concerned about human dignity,
- to assist students in understanding social and individual problems and develop a determination to help resolve those problems and
- to prepare students for careers of service.

Criminal Justice Major

Bachelor of Arts

A 39-hour major based on the input of a diverse criminal justice advisory board that is designed to prepare students for careers and rapid advancement in the criminal justice system and related fields. This program of study will enhance the effectiveness of working professionals, provide a foundation for advancement to administrative levels, and prepare students for graduate study in criminal justice administration and related fields. Field placements are available to all students who do not have prior criminal justice-related professional experience.

Agencies such as U.S. Secret Service, U.S. Customs, Drug Enforcement Administration, U.S. District Court, Florida Department of Law Enforcement, and a variety of local law enforcement and private security are offered to provide practical experience for those who are not yet working professionals.

Program Components			**Credit Hours**
General Education & Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Application (unless exempted)	(3)
Required Courses			**24**
POL	123	Introduction to Law & the Legal System	(3)
CRM	220	Survey of the Criminal Justice System	(3)
CRM	321	Substantive Criminal Law	(3)
CRM	322	Criminal Procedure	(3)
CRM	350	Criminal Justice Ethics	(3)
CRM	370	Juvenile Justice	(3)
CRM	426	Criminal Behavior	(3)
CRM	499	Senior Seminar	(3)
CRM	496	Senior Exam	(0)
Concentration Courses			**15**
(Any five courses from the following):			
CRM	300	Special Topics	(3)
CRM	325	Criminal Investigation	(3)
PSY	330	Forensic Psychology	(3)
SSC	328	Drugs and Society	(3)
CRM	330	Organized Crime	(3)
CRM	331	White Collar Crime	(3)
CRM	332	Terrorism	(3)
CRM	333	Violent Crime	(3)
CRM	419	Police Organization & Administration	(3)
CRM	422	Law Enforcement Systems	(3)
CRM	430	Correctional Systems	(3)
Electives			**30-33**
		Total Credits	**122**

Field Placement

Seniors without prior experience may choose to do from 6 to 12 credit hours of CRM 425 Field Placement in Criminal Justice,

as part of their elective credits, in addition to all of the requirements specified above. University Campus majors may elect to attend the Pasco-Hernando Police Academy as their field placement for 12 semester hours credit.

Criminal Justice Minor

			Credit Hours
POL	123	Introduction to Law & the Legal System	(3)
CRM	220	Survey of the Criminal Justice System	(3)
Any other five required or concentration courses listed above.			(15)
		Total Credits	**21**

Elementary Education Major

Bachelor of Arts

The 63-hour major in elementary education is designed for students who plan to teach in elementary school (kindergarten through sixth grade) and to qualify for Florida teacher certification. Because this is a state-approved Teacher Education Program, Saint Leo graduates are assured Florida certification for grades K-6, including endorsement for teaching students for whom English is a second language (ESOL). In addition, Saint Leo graduates benefit from interstate agreements that the state department of education negotiates with many other states to make certification easily available. Students can check the Florida DOE Web page for details (firn.edu/doe).

The Elementary Education Program is carefully designed to meet state mandates for general education, for admission to the program, for the curriculum components in the major and for graduation requirements. Students formally apply to the Department as beginning juniors. Admission requirements include passing the CLAST exam and earning a minimum of a 2.5 GPA on the first 60 hours of coursework. Students commit to maintaining the 2.5 GPA throughout the program with a minimum grade of 2.0 in every education course.

The education coursework is planned to ensure coherence and breadth of knowledge and experience. Students should take EDU 226 and EDU 222 or the equivalents as sophomores. In subsequent semesters, most education courses are blocked with 11 credits that must be taken concurrently. Each of the first three semesters includes a 6-hour per week field placement in an elementary classroom (a background check will be required). These placements provide opportunities for the teacher candidates to apply what they are studying to real-life classroom situations. Summer options, as well as online courses, are available to meet individual schedules and needs. Students will confer with an academic advisor each semester to keep on track while also allowing flexibility as needed.

Students must complete a formal application to intern in the semester prior to final internship. This is a full-time student-teaching experience in an elementary classroom. To qualify for final internship, students must

1. have a 2.5 overall GPA and a 2.0 in all education courses;
2. complete a background check prior to placement;
3. complete a formal application by February 15 or October 15 prior to the internship semester; and
4. take the Florida Teacher Certification Exam in the semester prior to internship.

To graduate from the Department of Education with a degree in Elementary Education, students must

1. satisfy all requirements listed above for internship;
2. pass the Florida Teacher Certification Examination (FTCE).
3. receive a passing grade for EDU 480 Internship and EDU 481 Internship Seminar;

4. meet all 12 of the Florida Accomplished Practices at the pre-professional level in the final internship, in required education courses and as documented in the student's final portfolio.
5. satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog.

Notation of completion of a state-approved program will appear on a student's transcript when all requirements, including passing the FTCE, are met.

The elementary education program follows the rules and regulations mandated by the state of Florida; consequently, program requirements may change as state requirements change.

Program Components	Credit Hours
General Education	**46**
Specific requirements for education majors which may be part of general education:	**14**
9 credit hours in Math to include MAT 131 and MAT 151	
12 hours in social sciences to include: HTY 121 & 122 United States History I and II and PSY 121 Introduction to Psychology	
11 credit hours in science to include: ENV 201 Geoscience with lab (4 credits) and SCI 103 Human Physiology & Reproduction (1 credit)	
Computer Applications	**3**
COM 130 PC Applications	(3)
Education Prerequisites:	**6**
EDU 222 Culturally Relevant Teaching	(3)
EDU 226 Human Growth and Development	(3)
Semester I (Junior Year)	**15**
EDU 320/321 Practicum I and Seminar: Reflection	(2)
EDU 330 Mathematics in the Elementary	(3)
EDU 332 Language Arts in the Elementary	(3)
EDU 334 Reading Foundations in the Elementary	(3)
EDU 319 Physical Education in the Elementary	(1)
EDU 337 Children's Literature	(3)
Semester II (Junior Year)	**15**
EDU 360/361 Practicum II and Seminar: Planning	(2)
EDU 335 Reading Applications in the Elementary	(3)
EDU 338 Science in the Elementary	(3)
EDU 341 ESOL Foundations	(3)
EDU 317 Art in the Elementary	(1)
EDU 304 Human Exceptionalities in the Classroom	(3)
Semester III (Senior Year)	**15**
EDU 460/461 Practicum III and Seminar: Integration	(2)
EDU 339 Social Studies in the Elementary	(3)
EDU 342 ESOL Applications	(3)
EDU 425 Educational Management and Organization	(3)
EDU 318 Music in the Elementary	(1)
EDU 427 Educational Assessment	(3)
Semester IV (Senior Year)	**12**
EDU 428 Education Governance	(2)
EDU 480/481 Final Internship and Seminar: Synthesis	(10)
Total Credits	**123**

Education Minor

Saint Leo University offers a minor in education for students in other majors who may want to teach at the secondary level. It is an 18-hour minor with an optional extra semester for an internship.

	Credit Hours
EDU 226 Human Growth and Development or	
EDU 328 Adolescence	(3)
EDU 304 Human Exceptionalities in the Classroom	(3)
EDU 336 Reading in the Content Area	(3)
EDU 425 Classroom Management and Organization	(3)
EDU 427 Educational Assessment	(3)
EDU 437 Special Methods of Teaching Secondary and Middle Subjects	(3)
Total Credits	**18**

Optional extra semester:

EDU	480/481	Internship Seminar	(10)
EDU	428	Education Governance	(2)

Florida Coaching Endorsement

Saint Leo University offers coursework leading to State of Florida Department of Education endorsement in athletic coaching. The courses are available for all students. However, they should be of special interest to all majors seeking teaching certification. Students may increase their marketability by adding this endorsement to their teaching certificate. The following courses are needed to satisfy Florida Department of Education requirements for an endorsement in coaching:

			Credit Hours
PED	320	Theory and Practice of Coaching	(3)
PED	340	Prevention and Treatment of Athletic Injuries	(3)
One of the following courses:			(3)
PED	322	Coaching Football	
PED	323	Coaching Golf and Tennis	
PED	324	Coaching Basketball	
PED	325	Coaching Baseball	
		Total Credits	**9**

In addition to the above, the following courses are strongly recommended electives for those students interested in pursuing coaching careers: PED 220 Motor Skills Development and Analysis and PED 230 Community First Aid and Safety.

Human Services Major

Bachelor of Arts

This major is designed to prepare students for a variety of careers in the human services field. The theoretical foundation, or knowledge base, is systems theory, which provides a framework for understanding behavior and social service delivery systems. The major has two areas of specialization: Human Behavior and Social Services. The Human Behavior Specialization is open only to students at select School of Continuing Education centers and emphasizes the development of problem-solving skills, an understanding of the principles of interpersonal behavior in the social environment, including the impact of cultural diversity, and critical thinking skills. The social services specialization emphasizes these same skills and principles and, in addition, offers two introductory field experiences. Both specializations include an examination of research methodologies to measure the success of the application of skills and knowledge learned.

Program Components			Credit Hours
General Education and Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Applications (unless exempted)	(3)
Foundation Courses			**33**
HUS	121	Introduction to Human Services	(3)
HUS	425	Field Placement	(6)
HUS	498	Senior Seminar	(3)
MAT	201	Introduction to Statistics **or**	
SSC	223	Statistics for the Social Sciences	(3)
PSY	121	Introduction to Psychology	(3)
PSY	331	Interviewing and Counseling Skills	(3)
SOC	121	Introduction to Sociology **or**	
SSC	222	Social Problems	(3)
SSC/SWK	320	Methods of Social Research	(3)
SWK	328	Social Welfare Policy I	(3)
SWK	337	Social work Issues of Gender and Cultural Diversity	(3)
Specialization courses			**21**
Electives			**18-21**
		Total Credits	**122**

Human Behavior Specialization

The human behavior specialization is limited to students enrolled at military centers because the demands of their duties preclude completion of field placement requirements normally expected of the Human Services program (as specified in the School of Continuing Education academic programs).

			Credit Hours
PSY	325	Developmental Psychology	(3)
PSY	327	Abnormal Psychology	(3)
SSC	324	Marriage and the Family	(3)
SSC	322	Race and Ethnicity in American Culture	(3)
SSC	327	Applied Anthropology	(3)
SSC	328	Drugs, Society and Human Behavior	(3)
PSY	228	Social Psychology or	
SSC	332	Interaction in Everyday Life	(3)
		Total Credits	**21**

A recommended elective is SSC 335 Women in American Society.

Social Services Specialization

			Credit Hours
HUS	125	Field Placement	(3)
HUS	225	Field Placement	(3)
PSY	325	Developmental Psychology	(3)
SSC	324	Marriage and the Family	(3)
SSC	322	Race and Ethnicity in American Culture	(3)
SSC	327	Applied Anthropology	(3)
PSY	228	Social Psychology **or**	
SSC	332	Interaction in Everyday Life	(3)
		Total Credits	**21**

Social Work Major

Bachelor of Social Work

This major is designed to prepare students for entry level social work practice as well as for graduate study in social work or related areas. The program is accredited by the Commission on Accreditation of the Council on Social Work Education. Graduates receive the B.S.W. degree. The curriculum emphasizes content in each of five areas: social welfare policy, human behavior and the social environment, research, practice methods and field instruction. Admission to the social work program is by special application. Students must formally apply, complete an interview with a member of the social work faculty and successfully complete SWK 331 Methods of Social Work Practice I before admission to the social work program. Admission into SWK 425 - Field Placement in Social Work also must be by special application. To be eligible for SWK 425, a student must earn a minimum grade of "C" (2.0) in SWK 121, 331, 332, 333 and 421. In addition, a student must demonstrate dependability, good character and acceptable academic standing. Students denied admission to field placement must select another major. The social work program is available only to students enrolled through the University Campus program.

Religion is a minor highly compatible with a social work major, as are minors in management, computer information systems, sociology or psychology.

			Credit Hours
Program Components			
General Education & Physical Education			**50**
Computer Applications			**0-3**
COM	130	PC Applications	(3)
(Unless exempted)			
Required Courses			**60-61**
BIO	225	Human Anatomy & Physiology I	(3-4)
MAT	201	Introduction to Statistics **or**	
SSC	223	Statistics for the Social Sciences	(3)
POL	121	Introduction to Politics **or**	
POL	223	American Federal Government **or**	
POL	224	American State and Local Government	(3)
PSY	121	Introduction to Psychology	(3)
SOC	121	Introduction to Sociology **or**	
SSC	222	Social Problems	(3)
SWK	320	Methods of Social Research	(3)
SWK	121	Introduction to Social Work	(3)
SWK	315	Human Behavior in the Social Environment I	(3)
SWK	317	Human Behavior in the Social Environment II	(3)
SWK	328	Social Welfare Policy	(3)
SWK	331	Methods of Social Work Practice I	(3)
SWK	332	Pre-Internship	(3)

SWK	333	Methods of Social Work Practice II	(3)
SWK	337	Social Work Issues of Gender and Cultural Diversity	(3)
SWK	421	Methods of Social Work Practice III	(3)
SWK	425	Field Placement in Social Work	(12)
SWK	426	Senior Seminar in Social Work	(3)
Electives			**8-12**
		Total Credits	**122**

Majors are strongly encouraged to take Spanish language courses because bilingual skills enhance employment opportunities in the social work field.

Requirements for Admission to Social Work Program

Students are responsible for contacting a member of the social work faculty regarding admission to the social work program.

Requirements for admission include:

1. successful completion of 45 credit hours, including 12 hours that must have been earned at Saint Leo University;
2. successful completion of SWK 121 Introduction to Social Work with a minimum grade of C (2.0);
3. successful completion of SWK 331 Methods of Social Work Practice I with a minimum grade of C;
4. completion of the application form for admission to the social work major; and
5. successful completion of an interview with the social work faculty.

Students are responsible for their own transportation to their field placements.

Courses of Instruction

In the following section, courses offered by the various academic departments of the University are listed alphabetically by subject. Immediately following each course title is the number of credits granted for successful completion of the course. Courses listed represent the normal offerings. Unless otherwise noted, the schedule of courses in this catalog refers to the course offerings at the Saint Leo, Fla. campus. Departments also are authorized to offer special courses on an ad hoc basis. These are given in a "Special Topics" designation in the course listings. Not all courses are offered every semester and at all locations.

Accounting Course Descriptions

ACC 201 **3 credits**
Principles of Accounting I
Prerequisites: ENG 122, MAT 141 and sophomore standing required

An introduction to the preparation and use of accounting information found in financial statements. Topics include the analysis of transactions, and accounting for assets, liabilities, revenues and expenses. Interpretations of financial statements for measuring performance and making business decisions are emphasized. Course fee may apply.

ACC 202 **3 credits**
Principles of Accounting II
Prerequisite: ACC 201

Problems of income and expense measurement, working capital and investments are emphasized. Included are cash flow statements, cost accounting concepts, budgeting, cost-volume analysis and managerial decision making. Course fee may apply.

ACC 301 **3 credits**
Intermediate Accounting I
Prerequisite: ACC 202 and junior standing required

A study of the development of generally accepted accounting principles and valuation models in their application to financial statement presentations.

ACC 302 **3 credits**
Intermediate Accounting II
Prerequisite: ACC 301 and junior standing required

A continuation of generally accepted accounting principles development. The valuation of liabilities and equity, revenue realization, accounting changes, income taxes, leases and financial statement disclosures.

ACC 303 **3 credits**
Accounting Information Systems
Prerequisite: ACC 202 and junior standing required

Principles involved in establishing an accounting information system. Included are source documents, internal controls and the interfaces needed for managerial control of the business. The integration of managerial accounting information needs with the design and implementation of systems is studied.

ACC 304 **3 credits**
Government and Not-For-Profit Accounting
Prerequisite: ACC 202 and junior standing required

Accounting principles as they apply to governments and not-for-profit organizations such as hospitals, social agencies and universities. Management accounting principles as they apply to these organizations.

ACC 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Requires permission of department chair and dean and junior standing

Designed for small groups of students to study a particular aspect of accounting in more depth than offered in regular course offerings. This is a seminar course that meets for 36 contact hours. Offered as needed.

ACC 331 **3 credits**
Cost Accounting
Prerequisite: ACC 202 and junior standing required

A study of relevant costs for managerial decision-making. Includes cost accounting fundamentals used in managerial control functions.

ACC 332 **3 credits**
Advanced Cost Accounting
Prerequisite: ACC 331 and computer spreadsheet skills

A continuation of the ACC 331 Cost Accounting course. Emphasis is placed on measurements for decision making and strategic planning, including cost analysis, capital budgeting, activity-based costing and other advanced cost accounting and managerial decision topics. In addition to the text, there is a large quantity of outside reading assigned.

ACC 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of department chair and dean

A variable content accounting course designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

ACC 401 **3 credits**
Advanced Accounting
Prerequisite: ACC 302 and computer spreadsheet skills

This course is a continuation of ACC 302 Intermediate Accounting and covers various unrelated advance issues which add to the student knowledge base regarding GAAP. It also introduces the student to government and non-profit accounting principles under GASB and FASB. It includes consolidations, mergers and acquisition, international accounting and partnerships. Students also have the ability to add topics from the text in which they may have a special interest.

ACC 405 **3 credits**
Accounting Theory and Research
Prerequisite: ACC 302 and senior standing required

Accounting theory including its concepts, theorems and propositions is examined to seek better accounting information. Research blends the practical application of theory to current real financial statement recognition problems.

ACC 411 **3 credits**
Auditing
Prerequisites: ACC 302, MAT 201 and senior standing required

Principles and procedures of internal and public auditing. Includes the ethics, responsibilities, standards and reports of auditors.

ACC 412 **3 credits**
Advanced Auditing
Prerequisite: ACC 411 and senior standing required

Auditing principles applied to audit situations. Introduction to audit practice research and theory issues. Financial auditing issues are discussed from the perspectives of management, accountants, internal auditors, audit committees and external auditors.

ACC 421 **3 credits**
Individual Federal Income Taxes
Prerequisite: ACC 202 and computer skills

An introduction to federal taxes with the emphasis on individual taxation. The concepts of business income in various forms of business are also introduced. It involves the practical application of the tax laws and concepts including tax return preparation and simple tax research. It also introduces the student to the multiple types of taxes beyond federal taxes.

ACC 422 **3 credits**
Corporate Federal Income Taxes
Prerequisite: ACC 421 or knowledge of individual and small business taxes, and computer skills

An introduction to corporation and partnership taxation, contrasts of the different tax effects on the different forms of businesses, taxable and tax-free reorganization and an overview of the estate and gift taxes. Emphasis is on tax planning and research.

ACC 423 **3 credits**
Estate, Trusts and Gifts Taxation
Prerequisite: ACC 202 and or knowledge of corporate and individual taxes, and computer skills

An introduction to the estate and gift taxes which are transfer taxes, including the preparation of estate and gift tax returns. An introduction to the taxation of various trust, trust returns preparation and how trusts are used in estate planning or wealth preservation.

ACC 425 **3-12 credits**
Accounting Internship
Prerequisites: Permission of department chair and dean and senior standing

Students use classroom skills to design, implement or improve accounting information within small businesses, larger corporations, governmental agencies and CPA firms. This is a pass/fail course.

ACC 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of department chair and dean and senior standing

Intensive individual study in a particular aspect of accounting that is not covered in regular course offerings. This option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond regular courses. A written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with faculty member required. Offered as needed.

ACC 499 **0 credits**
Accounting Comprehensive Examination
Prerequisite: Final semester of accounting coursework and senior standing

Final comprehensive written examination for accounting majors. Test fee.

Art Course Descriptions

ART 121 **3 credits**
Visual Fundamentals I

Introduction to the principles of art through individual creative development, emphasis on two-dimensional design concepts. Six hours of studio per week.

ART 122 **3 credits**
Visual Fundamentals II

A continuation of ART 121, emphasis on three-dimensional design. Six hours of studio per week.

ART 123 **3 credits**
Art Appreciation

Basic terms, theories and techniques of the artist; major art movements; media in the visual arts.

ART 221 **3 credits**
Drawing

Freehand drawing from landscape, live models and objects, with emphasis on training students to see, to understand and to report through drawing. Six hours of studio per week.

ART 223 **3 credits**
Beginning Painting

Introduction to studio painting. Investigation and experimentation with mixed and intense colors, large and small compositions. Color-value compositions with a variety of color media accepted for individual exploration. Six hours of studio per week.

ART 226 **3 credits**
Beginning Photography

The art and techniques of black and white photography. Course fee may apply.

ART 321 **2-6 credits**
Studio I
Prerequisites: Appropriate 200-level course or permission of school dean

Individual development according to talent in painting or drawing. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 322 **3 credits**
History of Art I

General survey of the cultural development of mankind from earliest times through the French Revolution as reflected in painting, architecture and sculpture.

ART 323 **3 credits**
History of Art II

Studies in modern art as related to cultural development, beginning with the 19th century and continuing through the present, with emphasis on the contemporary scene.

ART 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of art that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ART 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean

A variable-content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

Biology Course Descriptions

BIO 130 **4 credits**
General Zoology

Introductory course in general zoology, reviewing invertebrate and vertebrate natural history with an emphasis on organ systems and relationships between phyla as evidenced by their phylogenetic status. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

BIO 222 **4 credits**
Vertebrate Zoology
Prerequisite: BIO 221

A study of the structure, physiology, reproduction, ecology, behavior and evolution of the vertebrates. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

BIO 223 **4 credits**
Botany

Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

BIO 225 **4 credits**
Human Anatomy and Physiology I with Lab

A study of cell chemistry and structure, tissues, the integument, the skeletal system, muscle and the nervous system. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

BIO 226 **4 credits**
Human Anatomy and Physiology II with Lab
Prerequisite: BIO 225

A study of the senses and the endocrine, blood, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Inheritance and human development will also

be considered. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

BIO 240 **4 credits**
Cell Biology
A course designed to familiarize students with cell chemistry, cell structure and function, cell reproduction and inheritance. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

BIO 321 **4 credits**
Developmental Biology
Prerequisite: BIO 240
A study of development combining the traditionally solid morphological approach with the modern experimental and conceptual approach. Three lectures and one three-hour laboratory per week. Offered in alternate years. Course fee may apply.

BIO 324 **4 credits**
Biochemistry
Prerequisites: BIO 240 and CHE 124
An in-depth study of the biochemistry of the plant and animal cell with special emphasis on proteins, lipids and carbohydrates. Techniques such as electrophoresis, thin layer chromatography and cell fractionation will be emphasized in the laboratory. Three lectures and one three-hour laboratory per week. Offered spring semester of odd years. Course fee may apply.

BIO 325 **4 credits**
Ecology
Prerequisite: BIO 130 and BIO 223
Principles of ecology based on field and laboratory studies of local plant and animal communities. Three lectures and one three-hour laboratory per week. Offered in spring semester. Course fee may apply.

BIO 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean
Designed for small groups of students to pursue in-depth a particular aspect of biology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

BIO 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member
A variable content course in biology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

BIO 420 **3 credits**
Kinesiology
Prerequisites: BIO 226 and junior standing
A study of both anatomical and biomechanical kinesiology as it relates to effective movement and sport skill performance. Emphasis is placed on mastering knowledge of musculoskeletal structure and function. Not available as a 300-400 level biology major elective. Offered annually.

BIO 421 **4 credits**
Genetics
Prerequisites: BIO 240 and CHE 311
Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

BIO 422 **3 credits**
Immunology
Prerequisite: BIO 324
A study of the immune response with emphasis on antigenicity and the structure of antibodies. Offered in alternate years.

BIO 424 **4 credits**
Parasitology
Prerequisite: BIO 130

A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three-hour laboratory per week. Offered in alternate years. Course fee may apply.

BIO 425 **4 credits**
Microbiology
Prerequisites: BIO 240 and CHE 124

A study of virus, bacteria and fungi including their morphology, physiology and pathogenesis. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

BIO 426 **3 credits**
Physiology of Exercise
Prerequisites: BIO 226 and junior standing

This course is designed to provide the foundation for understanding nutrition, energy transfer, and exercise and training. Course goals are to understand the physiological principles governing human performance, develop a physiologically sound basis to critically evaluate current practices in the area of human performance, and provide information which will assist in making decisions regarding the content and conduct of classes, training sessions and fitness programs. Not available as a 300-400 level biology major elective. Offered annually.

BIO 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of biology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered every semester.

BIO 499 **3 credits**
Senior Seminar in Biology
Prerequisites: Senior standing as a biology major

This course is designed to put into practice the knowledge and skills acquired by the student during their formative years as a biology major. The student will design, carry out and present, both verbally and in writing, a research project under the supervision of a department biologist. Offered spring semester.

Chemistry Course Descriptions

CHE 123 **4 credits**
General Chemistry I

Required of students majoring in biology and environmental science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

CHE 124 **4 credits**
General Chemistry II
Prerequisite: CHE 123

A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

CHE 311 **4 credits**
Organic Chemistry I
Prerequisite: CHE 124

Fundamental principles of organic chemistry. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

CHE 312 **4 credits**
Organic Chemistry II
Prerequisite: CHE 311

Continuation of CHE 311. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

CHE 321 **4 credits**
Quantitative Chemical Analysis
Prerequisites: CHE 124 and MAT 161

This course will cover a survey of commonly used quantitative analytical techniques. Chemical, separation and spectroscopic methods will be taught. Laboratory experiments will emphasize methods that would be commonly used in the industrial chemical, environmental or biological laboratory. Students will learn to judge the quality of their work and others' work (contract laboratories). Two lectures and two three-hour laboratories per week. Offered in alternate years. Course fee may apply.

CHE 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

CHE 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member

A variable content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

CHE 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

Computer Information Systems Course Descriptions

COM 123 **3 credits**
Introduction to Word Processing on Microcomputers

An introduction to the preparation of documents such as letters, reports, manuscripts and research papers on the microcomputer. The use of a word processing application package for the fundamentals of computer keyboarding, writing and editing will be studied. Course fee may apply.

COM 130 **3 credits**
PC Applications

An introduction to computer applications including basic computer concepts and terminology. Hands-on experience in using the operating system, word processing, spreadsheets, database management and telecommunications. All students are required to take this course or demonstrate proficiency in all course subjects. Course fee may apply.

COM 202 **3 credits**
Introduction to Computer Information Systems
Prerequisite: COM 130

An introduction to the field of computer information systems with a review of the

entire field and its application in the business world. Included are information management principles and systems, number systems and how they are used in computers; the relationship among the many parts of the computer and how they interact; and the basics of networks. This course also introduces the student to computer use in management sciences and to computer operating systems and how they control the various parts of the computer.

COM 205 **3 credits**
Introduction to Visual Basic
Prerequisites: COM 202

The use of BASIC programming language for information processing and problem solving. Students use algorithms and computer logic to translate data into information through structured design, coding, testing and program debugging. Course fee may apply. Offered as needed.

COM 207 **3 credits**
Programming in C/C++
Prerequisites: COM 202

The use of C/C++ programming language for information processing and problem solving. Students use algorithms and computer logic to translate data into information through structured design, coding, testing and program debugging. Course fee may apply.

COM 208 **3 credits**
Programming in Visual Basic
Prerequisites: COM 205, 207 or equivalent

Visual Basic programming language is used in the development of many computer applications, particularly from the Microsoft Corporation. The user can create windows and many Microsoft application features with this language. Course fee may apply.

COM 209 **3 credits**
Programming in JAVA
Prerequisites: COM 205, 207, or equivalent

JAVA language is widely adopted as the Internet development language. This course will introduce the student to JAVA programming and developing applications for the Internet. Course fee may apply. Offered as needed.

COM 230 **3 credits**
Spreadsheet Applications
Prerequisites: COM 202

An advanced course in the design and construction of spreadsheet applications. Templates, spreadsheet combinations, the design and use of macros, financial and statistical functions, graphs and data manipulation will be studied. Course fee may apply.

COM 312 **3 credits**
Computer Architecture
Prerequisite: COM 202

The study of computer architecture is necessary to understand the interaction of computer components. Operating systems and their method of control will be covered.

COM 315 **3 credits**
Decision Support Systems
Prerequisite: COM 202

With better computer data analysis and the application of statistical concepts, decision making can be enhanced. This course provides the knowledge and skills to create these applications. Course fee may apply.

COM 318 **3 credits**
Electronic Commerce
Prerequisite: COM 202 and MKT 301

The increased commercial use of the Internet makes it essential for students to understand the essentials of electronic commerce. Included are the role of the Internet and the World Wide Web in electronic commerce. Web server hardware and software tools will be examined. Electronic payment, security, the regulatory environment and Web-based marketing will be addressed.

COM 320 **3 credits**
Systems Analysis and Design
Prerequisite: COM 202

Students will be provided with actual systems to design, implement and document the system development cycle. The cycle includes an analysis of current systems, logical and physical systems design, program development, testing, implementation, maintenance and documentation. Course fee may apply.

COM 329 **3 credits**
Directed Study or Research
Prerequisite: Permission of department chair and dean and junior standing required

Designed for small student groups to study an aspect of computer studies not covered in a regular course offering. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

COM 340 **3 credits**
Introduction to Internet Applications
Prerequisite: COM 202 and a programming language course

An introduction to Internet applications theory, the tools used to develop Internet applications and the development of Web design, electronic commerce and server administration.

COM 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of department chair and dean

A variable content course in computer studies designed for a specific class level: freshman (100) through seniors (400). Topic is announced in advance of registration. Offered as needed.

COM 410 **3 credits**
Database Concepts and Programming
Prerequisites: COM 320

The utilization of a database management system to provide the software and database necessary to upgrade a system. Database structures, applications, network, relational and hierarchical data models, application program development, query systems, file security and the role of the database administrator will be studied. Course fee may apply.

COM 415 **3 credits**
Network Theory and Design
Prerequisite: COM 202

An introduction of the theory, design and application of networks. The course will include the creation and operation of an actual network. Course fee may apply.

COM 424 **3 credits**
Information Technology and Resource Management
Prerequisite: COM 202 and MGT 301

The rapidly changing field of information technology requires a solid knowledge foundation. This course reviews contemporary information technology management and the relevant issues of effective management of the information service activities.

COM 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of department chair and dean

Intensive individual study in a computer area not covered in regular course offerings. This course is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond a regular course. A written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings are required with a faculty member. Offered as needed.

COM 498 **3 credits**
Information Resource Management
Prerequisite: COM 315, COM 410, COM 415, MGT 301, MKT 301 and senior standing required
Corequisite: COM 499

A capstone course emphasizing the integration of information and environmental systems to support broad strategic planning decisions.

COM 499 **0 credits**
Computer Information Systems Comprehensive Exam
Corequisite: COM 498

Final written examination of all computer information systems core courses. Exam is administered during the COM 498 course. Test fee.

Criminal Justice Course Descriptions

CRM 220 **3 credits**
Survey of the Criminal Justice System
Prerequisite: POL 123

An introductory overview of the American criminal justice system examines crime and victimization trends, crime prevention programs, law enforcement, prosecution, defense, adjudication, sentencing, corrections and criminal justice policy making.

CRM 300 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member

A variable content course which is designed to offer a specialized topic, such as capital punishment, parole and probation, RICO, organized crime, etc.

CRM 321 **3 credits**
Substantive Criminal Law
Prerequisite: POL 123

This course covers the creation and application of substantive criminal law. Topics covered include the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity, uncompleted crimes, defenses to criminal liability, and the elements of crimes against: persons, habitation, property, the public order and morals.

CRM 322 **3 credits**
Law of Criminal Procedure
Prerequisite: POL 123

This course concerns the laws governing procedural due process for criminal defendants. Case analyses and the interpretation of appellate court opinions are used to learn the fundamental relationships between the U.S. Constitution, courts and criminal procedure. Topics covered include remedies for state law-breaking, initial police-citizen contacts, seizures of persons, search and seizure of property, interrogations and confessions, identification procedures, decisions to charge and the first appearance, pretrial proceedings, conviction by trial and by guilty plea and post-sentencing considerations.

CRM 325 **3 credits**
Criminal Investigation

This course covers the fundamental components of investigating criminal offenses for the purpose of apprehending suspects and preparing cases for adjudication. Special attention is paid to the scientific aspects of gathering and analyzing evidence, and the overall management of major cases is stressed. The course objective will be to provide the student with an in-depth examination of the science and art of criminal investigations. Class presentations and crime scene simulations will focus on the use of physical evidence, investigative techniques, due process considerations, and the role of the physical, biological and social sciences in case development.

CRM 329 **1-3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

A variable content course in criminology that is designed for individuals or small groups of students to pursue in-depth a particular aspect of crime, law or the criminal justice system that is not covered or is treated lightly in regular course offerings.

CRM 330 **3 credits**
Organized Crime

This course presents a comprehensive overview of the history and current activities of organized crime groups in the United States. An international perspective is taken

and there is strong emphasis on law enforcement, prosecution and public policy considerations.

CRM 331 **3 credits**
White Collar Crime

This course is designed to be a comprehensive overview of the white-collar crime phenomenon, including its history, components, causes and domestic and international reach. The course also addresses white-collar law enforcement systems, white-collar high-tech crimes, and contrasts and compares white-collar crime with organized crime.

CRM 332 **3 credits**
Terrorism

This course provides a comprehensive overview of international and domestic terrorism, arising from either religious or secular roots. It will examine the historical and philosophical underpinnings of terrorism in general and identified terrorist organizations in particular. A special emphasis will be on the impact of weapons of mass destruction, i.e., nuclear/radiological, biological and chemical means, on the changing face of terrorism throughout the world.

CRM 333 **3 credits**
Violent Crime

This course is a comprehensive overview of the problems and types of violent crime occurring in the United States. Course analysis includes youth gang violence, serial homicide, mass murder, domestic violence and sexual battery in contemporary society. The nature and extent of these deviant acts along with official reports and surveys that provide measurement techniques of violent crime will be detailed. Included will be coverage of law enforcement, prosecution and correctional efforts aimed at curtailing violent crime.

CRM 350 **3 credits**
Criminal Justice Ethics

This course is designed to be a comprehensive overview of "Ethics" in the field of criminal justice. This course will address ethical issues that may arise in the criminal justice profession. Through lecture, class discussion and exercises, the student will develop a better understanding of the moral and ethical dilemmas confronting criminal justice practitioners and how these dilemmas may be successfully resolved.

CRM 370 **3 credits**
Juvenile Justice

Prerequisites: POL 123 and CRM 220

This course addresses the problem of juvenile crime and justice in the United States. Topics covered include the nature and extent of the delinquency problem; the measurement of official delinquency, unofficial accounts of delinquency and the role of the family, schools and peers; an overview of the juvenile justice process including law enforcement, courts, corrections; and efforts towards delinquency prevention and prediction.

CRM 419 Police Organization and Administration

Prerequisites: POL 123 and CRM 220

This course is designed to be a comprehensive overview of police organization and administration in the United States. The history of police administration and the evolution of policing as a profession will be thoroughly explored. Current and future trends in law enforcement will be discussed in detail. Emphasis will be placed on police personnel issues and the leadership skills required to manage a professional police organization. The student will be exposed to the past, the present and the future of police administration in this country.

CRM 422 **3 credits**
Law Enforcement Systems

Prerequisites: POL 123 and CRM 220

This course provides a comprehensive examination of American law enforcement systems at the federal, state and local levels. The student should gain an understanding of patrol strategies, field training, detective

operations, case screening, crime laboratory, police corruption, use of force, due process issues, community relations, law enforcement information systems, professionalism, job stress and innovations in policing.

CRM 425 **6 - 12 credits**
Field Placement in Criminal Justice
Prerequisites: Senior standing and permission of the chair of the Department of Criminal Justice

This field placement was designed to give criminal justice majors without professional experience in the criminal justice system some direct exposure to the daily workings of a criminal justice agency. Some of the participating agencies are described above, but such placements are available with a variety of possibilities. Students must coordinate their field placement choice and the number of hours credited with their academic advisor. This course will be graded as Pass (P) or Fail (F) and thus does not affect G.P.A.

CRM 426 **3 credits**
Theories of Criminal Behavior
Prerequisite: SOC 121 or PSY 121

This course is an interdisciplinary examination of the causes of criminal behavior. Case studies are used to illustrate the biological, psychological, social and economic correlations of crime. The focus is on understanding the major theories and applying these theoretical models to improve our understanding of criminal motivations.

CRM 430 **3 credits**
Correctional Systems
Prerequisites: POL 123 and CRM 220

This course is designed to be a comprehensive overview of our government's response to convicted criminal offenders. The origins, evolution, processes and current problems of correctional systems will be the topics of study. More specifically, the course will cover: the history of corrections in the U.S., short-term detention, state and federal prisons, inmate topologies, capital punishment, correctional law, probation/parole and community corrections.

CRM 496 **0 credits**
Criminal Justice Comprehensive Examination
Corequisite: CRM 499

Final comprehensive written examination of all criminal Justice foundation and core courses. Examination is administered in the CRM 499 Senior Seminar in Criminal Justice course. Test fee.

CRM 499 **3 credits**
Senior Seminar in Criminal Justice
Prerequisite: Senior standing in criminal justice

This capstone course is designed to synthesize the information and insights from the other courses in the criminology curriculum. It includes computer-based research in crime trends and causes, a research project that evaluates criminal justice policy-making, an assessment of each senior criminal justice major's knowledge level through the administration of a nationally based criminology achievement examination, and exposure to components of the criminal justice system through volunteer experience at local agencies.

Economics Course Descriptions

ECO 201 **3 credits**
Principles of Macroeconomics

An introduction to the study of the determination of income, output, employment and prices in the American economy. Emphasis on fundamental economic concepts, gross domestic product and its components, monetary and fiscal policy and contemporary macroeconomic issues. Offered every semester.

ECO 202 **3 credits**
Principles of Microeconomics

An introduction to the economic analysis of the market mechanism. Emphasis on supply

and demand, elasticity, cost analysis, market structures, externalities and contemporary microeconomic issues. Offered every semester.

ECO 302 **3 credits**
Intermediate Price Theory
Prerequisite: ECO 202

An in-depth study of microeconomic theory and its applications with emphasis on problem solving and application of quantitative methods. Offered as needed.

ECO 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion. Offered as needed.

ECO 355 **3 credits**
Economics in Sport
Prerequisite: ECO 202

An application of the basic tools of economic analysis to the sport industry. Emphasis on product markets, labor markets, profitability, competitive balance, role of the media and current issues.

ECO 366 **3 credits**
Money and Banking
Prerequisite: SSC 102 and ECO 201

The study of money and its effects on prices, output and employment. Emphasis on the Federal Reserve System, monetary theory and policy and contemporary issues. Offered in alternate years.

ECO 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance or at registration. Offered annually.

ECO 424/POL 424 **3 credits**
International Political Economy
Prerequisite: SSC 102 and junior standing or permission of faculty member

An exploration of the linkage between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U.S. economic foreign policy. Offered as needed.

ECO 427 **3 credits**
Economic History of the United States
Prerequisites: ECO 201 and ECO 202 or junior standing and permission of faculty member

Analysis of topics in American economic history including resource allocation, working conditions, industrialization, urbanization, labor, economic expansion and contraction, and changing public policy. Emphasis on the nature and role of capitalism in shaping the economic transformation of the U.S. economy. Offered in alternate years.

ECO 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and school dean

Intensive individual study in a particular aspect of economics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

Education Course Descriptions for Teacher Recertification

EDC 228 **3 credits**
Microcomputers in Education
An exploration of computer-assisted instruction in the K-12 classroom. Major topics include integration of courseware into the curriculum, management system design for effective use of microcomputers and evaluation of educational software.

EDC 301 **3 credits**
Methods and Content of Elementary Physical Education Games
Designed for the (K-8) teacher, this course covers psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching educational games and related skills.

EDC 302 **3 credits**
Methods and Content of Elementary Dance
Designed for the (K-8) teacher, this course covers psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching dance and related skills.

EDC 303 **3 credits**
Methods and Content of Elementary Gymnastics
Designed for the (K-8) teacher, this course covers psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching gymnastics and related skills.

EDC 304 **3 credits**
The Exceptional Child
This course is designed to study a variety of exceptionalities, the legal rights of disabled students and the classroom accommodations required. Students will apply their knowledge to case studies of exceptional students and will learn to design classroom accommodations for inclusion models.

EDC 305 **3 credits**
Physical Education in the Elementary School
Emphasis is on teaching skills, reference materials and equipment.

EDC 315 **3 credits**
Theory and Research in Early Childhood
A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Emphasis on relationships between theory and practice.

EDC 316 **3 credits**
Curriculum and Methods for Early Childhood
An experientially-based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study of programs, curricular materials and methods in early childhood education.

EDC 323 **3 credits**
Music in the Elementary School
A study of the objectives, theories and techniques of teaching music in the primary and intermediate grades.

EDC 324 **3 credits**
Music in the Secondary School
A study of theories and techniques of teaching music in the secondary school.

EDC 325 **3 credits**
Introduction to Speech Disorders
The nature, causes and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders.

EDC 326 **3 credits**
Art in the Elementary School
The theory and practice of art instruction in the elementary school: understanding the creative experience in visual arts through classroom lecture and workshop activity.

EDC 327 **3 credits**
Art in the Secondary School
Techniques of teaching art to the secondary school student, emphasizing development of the student's creative work. Included are drawing, design, three-dimensional approaches and painting.

EDC 330 **3 credits**
Mathematics in the Elementary School
A study of methods and problems in the teaching of mathematics in the elementary school. Topics include developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual and use of informal reinforcement aids.

EDC 331 **3 credits**
Humanities in the Elementary School
A study of methods integrating children's literature, music, art, drama and movement into the elementary school. Includes folklore, poetry, fantasy and realism.

EDC 332 **3 credits**
Language Arts Development in the Elementary School
A survey of the development of language arts skills through the elementary school years: listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated.

EDC 333 **3 credits**
Adolescent Literature
The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in middle schools and high schools.

EDC 334 **3 credits**
Introduction to Teaching Reading in the Elementary School
Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and study skills.

EDC 335 **3 credits**
Diagnosis and Remediation of Reading Problems in the Elementary School
Administration and interpretation of informal reading inventories, criterion tests and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems.

EDC 337 **3 credits**
Children's Literature in the Elementary School
The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books.

EDC 338 **3 credits**
Science in the Elementary School
Study of fundamental concepts in natural science and analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level.

EDC 339 **3 credits**
Social Studies in the Elementary School
The examination of teaching strategies in the development of a social studies program. Topics include a study of current trends in social studies instruction, preparing the

student for social instruction, developing assessments, developing materials for resources and utilizing methods of formal and informal instruction.

EDC 300-400 **1-3 credits**
Special Topics

A variable content course in education. Topic is announced in advance of registration.

EDC 405 **3 credits**
Foundations of Mental Retardation

Study of the biological, sociological and psychological foundations of mental retardation. Study of the physical and environmental causes of retardation and societal implications.

EDC 406 **3 credits**
Curriculum and Methods for the Educable Mentally Retarded

Study and analysis of curriculum, methods and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal and social development.

EDC 407 **3 credits**
Curriculum and Methods for the Trainable Mentally Retarded

Study of existing methods, curriculum and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic and the arts.

EDC 408 **3 credits**
Clinical Practices in Special Education

This course reviews the federal law and state regulations regarding educational placement and planning for the exceptional student. Emphasis is placed on diagnostic assessment and staffing procedures as well as on the writing and implementation of the Individual Education Plan.

EDC 422 **3 credits**
Educational Media in the Elementary School

Preparation, production and use of educational media including graphics, photography and personally produced video and computer materials to be used as instructional media.

EDC 430 **3 credits**
Nature and Needs of the Gifted

The purpose of the course is to review the characteristics and educational needs of children and youth who can be categorized as gifted or talented. Special attention will be paid to nomination, selection procedures, specialized programming and non-categorical approaches.

EDC 431 **3 credits**
Curriculum Procedures for Gifted

Focus is on content modification, skills adaptation, problem finding and problem solving, creativity training, instructional strategies and personal preparation for educators of the gifted. Content modification includes math, science, social studies and the visual and performing arts. Special emphases include developing individualized education plans and the gifted adolescent in transition.

EDC 432 **3 credits**
Guiding the Gifted Child

Addresses social, emotional and motivational needs of gifted children and their families. Components include self-esteem, peer, parent and sibling relationships, motivation, stress management, communication of feelings, depression, underachievement and realized potential.

EDC 433 **3 credits**
Educating Special Populations of Gifted

The focus of this course is on understanding the issues and influences impacting upon the identification and education of special populations of gifted students. These populations include the under-represented minorities

(Black, Hispanic, Asian-American and American Indian), the underachieving gifted, learning disabled/gifted, minority language gifted, handicapped gifted and the highly gifted.

EDC 434 **3 credits**
Theory and Development of Creativity for the Gifted

This course examines the theories of creativity and the elements of the creative process. Strategies and techniques will be developed for encouraging creative behavior in gifted students.

EDC 435 **3 credits**
Advanced Diagnosis and Remediation of Reading Problems in the Elementary School

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies.

EDC 438 **3 credits**
Special Methods of Teaching Middle School Subjects (Language Arts, Social Studies, Math, Science)

Study of methods and processes specific to the teaching of middle school subjects. Provides a laboratory experience for middle school teachers with focus on instructional teacher behaviors, subject specific methodologies and instructional management strategies.

EDC 439 **3 credits**
Special Methods of Teaching Secondary Subjects (English, History, Biology, Math)

Study of methods and processes specific to the student's teaching area. Provides a laboratory experience for secondary teachers with focus on teacher instructional behaviors and the acquisition of subject specific methodologies.

EDC 490 **3 credits**
Educational Theories of Learning Disabilities

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Emphasis on understanding the educational problems of SLD children.

EDC 491 **3 credits**
Methods and Materials for the Learning Disabled I

Methods for teaching social and personal skills to students with specific learning disabilities, with an emphasis on employability, career awareness and transition.

EDC 492 **3 credits**
Methods and Materials for the Learning Disabled II

Analysis of curriculum, methods and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching and strategies for instruction in spoken and written language, reading and mathematics.

EDC 493 **3 credits**
Classroom Management in Special Education

Investigation and application of behavior management principles for use with exceptional students. The course will cover clinical diagnosis of problems and development of specific behavioral plans for individual students and classrooms.

EDC 494 **3 credits**
Measurement and Evaluations of Exceptional Students

In this course, exceptional student education majors will learn to gather, interpret and apply assessment data. Specifically, through a pragmatic approach, they will discuss issues and concerns of the assessment process. In

addition, they will learn several facets of assessment: informal assessment procedures, assessment of abilities and achievement, and special assessment considerations. Students also will learn how to record, interpret and use assessment data for the purpose of developing individual educational plans for the special education student.

EDC 495 **3 credits**
Educational Programming for the Emotionally Disturbed

This course focuses on the way the characteristics and needs of emotionally handicapped children are shaped through the educational program. The course will cover the preparation of individual educational plans for the emotionally handicapped.

Education Course Descriptions

EDU 222 **3 credits**
Culturally Relevant Teaching
Prerequisite: EDU 226 or concurrent

Focusing on the study of culture as it relates to one's identity, the student analyzes how one's culture impacts learning. Students examine the ESOL Consent Decree, discuss stereotyping and learn ways to facilitate communication between cultures as part of the standards for an infused program for ESOL endorsement. In addition, societal issues that affect schools are investigated. Emphasis is placed on preventive measure and solutions to these issues.

EDU 226 **3 credits**
Human Growth and Development

This survey course emphasizes (1) the interdisciplinary contributions to the study of development from psychology, sociology, education and other fields; (2) the multi-dimensional nature of development: physical, cognitive, emotional and social; (3) multiple interacting influences on development: biological, psychological, social, community, societal and cultural. Special emphasis is placed on infancy through adolescence, particularly as applicable to the helping professions.

EDU 228 **3 credits**
Microcomputers in Education

An exploration of computer-assisted instruction in the K-12 classroom. Major topics include integration of courseware into the curriculum, management system design for effective use of microcomputers and evaluation of educational software.

EDU 304 **3 credits**
Human Exceptionalities in the Classroom
Prerequisite: EDU 226 (or concurrently)

This course offers secondary and elementary education students a multidisciplinary view of exceptionality benefits for both typical students and students with special needs. This course provides a basic understanding in the foundations of special education, including the historical education and legal reforms that have impacted the field of special education.

EDU 317 **1 credit**
Art in the Elementary Classroom

This course is designed to provide elementary education majors with the theoretical base and experiential activities that will enable them to use visual arts to enhance concept learning across the curriculum. Special emphasis is placed on the integration of children's expression of creativity through the visual arts.

EDU 318 **1 credit**
Music in the Elementary Classroom

This course is designed to provide elementary education majors with the knowledge and skills to integrate music into their classrooms. The focus is on integrating melody and rhythm into the teaching of the core disciplines, understanding the relationship of music to the other arts in the elementary

curriculum and appreciating the contributions of music to the cultural diversity of American life.

EDU 319 **1 credit**
Physical Education in the Elementary Classroom

This course serves to engage the elementary education major in the role he/she will play as a classroom teacher in promoting health, fitness and physical activities in regular elementary curriculum. The focus is on developing healthy and fit students at an early age and on integrating psychomotor activities into the curriculum.

EDU 320/321 **2 credits**
Practicum I and Seminar: Reflection
Prerequisite: EDU 226; co-requisites EDU 330, 332 and 334

This course introduces students to the world of teaching. Students engage in seminar discussions based on their observations and experiences in their practicum as well as in the reflective-action process as a basis for professional growth and development. Students will be introduced to the lesson-planning process, the professional portfolio and the use of technology in education. The one-credit seminar (EDU 321) will focus on synthesizing the knowledge base gained during coursework with the experiences of the one-credit practicum (EDU 320).

EDU 328 **3 credits**
Adolescence

This course is a practical application of the theory and research on adolescence. Topics include but are not limited to: biological changes, cognitive transitions, identity, sex-role development, sexuality, achievement and the psychosocial problems facing adolescence: substance abuse, violence, emotional distress and suicide, and eating disorders.

EDU 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

EDU 330 **3 credits**
Mathematics in the Elementary Classroom
Prerequisite: EDU 226; co-requisites EDU 320/321, 332 and 334

This course explores methods and problems in the teaching of mathematics in elementary school. Topics include the development of number concepts, problem solving, the use of manipulatives in the development of concepts, algorithms, whole numbers, integers, rational numbers as applied to the real number system, measurement, geometry, data analysis and algebraic thinking. Accommodations and application for teaching math content to English Language Learners is also included. Field experiences are required.

EDU 332 **3 credits**
Language Arts in the Elementary Classroom
Prerequisite: EDU 226; co-requisites EDU 320/321, 330, 334

Students examine the processes of language arts development and apply this knowledge to create, practice and evaluate K-6 classroom strategies for teaching, listening, speaking, reading and writing skills. Students learn how to develop strategies for English speakers and for English language learners. Field experiences required.

EDU 333 **3 credits**
Adolescent Literature
Prerequisites: ENG 122 and EDU 226 or EDU 328

The study of literature written for adolescents or young adults including realism, romanticism, fantasy, science fiction and biography. Special emphasis is paid to books commonly used in middle schools and high schools.

EDU 334 **3 credits**
Reading Foundations in the Elementary Classroom
Prerequisites: EDU 226; co-requisites EDU 320/321, 330 and 332

Investigation of basic theories underlying traditional and newer/recent approaches to the teaching of reading. Study and evaluation of essential reading methods pertaining to emergent literacy, cueing systems, vocabulary development and comprehension. ESOL strategies are integrated into all methods. Field experiences are required.

EDU 335 **3 credits**
Reading Applications in the Elementary Classroom
Prerequisites: EDU 320/321, 330, 332 and 334; co-requisites EDU 360/361, 338, and 341

Second in a series of two courses designed to provide prospective elementary school teachers with the knowledge and skills to teach reading to K-6 students effectively. Students learn how to use basals, literature, non-fiction and language experience approaches to create an eclectic reading program. This course emphasizes the application of specific strategies, materials, diagnostic instruments and other tools (with special emphasis on technology as a resource and research tool) available for reading teachers in order to accommodate the needs of students with learning differences and the needs of English language learners. Field experiences required.

EDU 336 **3 credits**
Teaching Reading in the Secondary Content Areas
Prerequisites: EDU 226 (or concurrently)

Students will examine current research and instructional approaches that focus on improving adolescent literacy skills. The course is designed to address literacy issues in content area classrooms at the secondary school level. Students will learn about the reading process, identify reading demands in content areas, develop instructional activities to improve reading and use reading/writing/thinking activities in daily instruction.

EDU 337 **3 credits**
Children's Literature

This course explores the world of children's literature and emphasizes how to use it in rich and meaningful ways to increase reading levels and enjoyment. Students select and evaluate culturally diverse folklore, fantasy, contemporary and historical fiction, biography and books of information and fact.

EDU 338 **3 credits**
Science in the Elementary Classroom
Prerequisites: EDU 320/321, 330, 332 and 334; co-requisites EDU 360/361, 335 and 341

Study of fundamental concepts in natural science and analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level. Scheduled field experiences in addition to regular class meetings.

EDU 339 **3 credits**
Social Studies in the Elementary Classroom
Prerequisites: EDU 360/361, 335, 338 and 341; co-requisites EDU 460/461, 342 and 425

This course focuses on the knowledge defined by the Sunshine State Standards in history, geography, government and economics, and prosocial and multicultural education. Students also apply knowledge of ESOL Standards and Accomplished Practices as they

write and teach lessons and create a multicultural/social studies integrated unit. Field experience required.

EDU 340 **3 credits**
Comprehensive ESOL Issues and Strategies

A basic course on the principles and strategies of teaching English to Speakers of Other Languages (ESOL) within the regular K-12 classroom setting. The course prepares prospective teachers to identify and provide effective instruction in accordance with the limited English proficient (LEP) students' cultures and home language backgrounds, ages, proficiency levels and learning styles. Content includes the introduction to the five required areas of the ESOL Endorsement.

EDU 341 **3 credits**
ESOL Foundations

Prerequisites: EDU 320/321, 330, 332 and 334; co-requisites EDU 360/361, 338 and 335

This course introduces the theoretical and practical knowledge and skills for instruction in a linguistically pluralistic school environment to meet the requirements set forth in the ESOL Consent Decree. It is designed to prepare pre-professional teachers to promote effective linguistic and cultural classroom-based practices for English language learners. Applied linguistics is a main focus of this course as a foundation for the 25 ESOL Performance Standards. Culture of the English language learner is the secondary focal point. Understanding of methods, curriculum and assessment procedure for effective ESOL classroom teaching is also presented through the course readings and activities. Field experience required.

EDU 342 **3 credits**
ESOL Applications

Prerequisites: EDU 360/361, 335, 338 and 341; co-requisites EDU 460/461, 339 and 425

This course provides a framework for synthesizing the five ESOL content areas and the 25 ESOL Performance Standards to better prepare pre-professional teachers with effective linguistic and cultural classroom-based practices. The focus of this course is on the methods for comprehensible instruction, materials, curriculum and assessment procedures for English language learners. The final exam and ESOL binder serve as a comprehensive overview of the ESOL components infused in all other education courses.

EDU 360/361 **2 credits**
Practicum II and Seminar: Planning

Prerequisites: EDU 320/1, 330, 332 and 334; co-requisites EDU335, 338 and 341

This course focuses on planning lessons effectively, using Florida's Curriculum Framework and Bloom's Taxonomy, with emphasis on guided discovery and cooperative learning strategies. Extensive professor feedback characterizes this course. The one-credit seminar (EDU 361) connects the knowledge base gained during coursework with the experiences of the one-credit practicum (EDU 360).

EDU 300-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and school dean/center director

A variable content course in education. Topic is announced in advance of registration.

EDU 425 **3 credits**
Educational Management and Organization

Prerequisite: EDU360/361, 335, 338 and 341; co-requisites EDU 339, 342 and 460/461

This course offers a broad and critical analysis of elementary classroom management issues that include the major theorists on understanding and managing student behavior, discussion of effective classroom rules and procedures, legal issues related to the rights of teachers, the Florida Performance Measurement System Domains II and V, parental involvement and the strategies for creating a

positive environment to meet the needs of all students, including English language learners. Field experiences required.

EDU 427 **3 credits**
Educational Assessment
Prerequisite: EDU 360/361

This senior-level course builds on assessment introduced in earlier methods and practica. Topics include basic concepts in statistical analysis for teachers, traditional norm and criterion-referenced assessment measures and test construction, performance assessment tasks and rubrics, reliability, validity, bias and the current political issues in testing. Testing issues, test analysis, and strategies for English language learners are infused in the topics and expectations.

EDU 428 **2 credits**
Education Governance: History, Philosophy and Issues
Prerequisite: EDU 360/361

This is the capstone academic course for the teacher education program. The course provides the student with the knowledge of the organization of the education system and its impact on curriculum, its historical antecedent and influence on democratic values, and the major philosophies and their impact on educational decisions, including character education. Finance issues, current issues/trends in structures and policies and legal rights and responsibilities of students and teachers, including ethical responsibilities, also are included.

EDU 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

EDU 437 **3 credits**
Special Methods of Teaching Secondary and Middle Subjects (English, Social Studies, Science or Math)
Prerequisite: EDU 336

Study of methods and processes specific to the student's teaching area with focus on instructional strategies, communication and classroom management. Scheduled field experience of four hours per week.

EDU 460/461 **2 credits**
Practicum III and Seminar: Integration
Prerequisites: EDU 360/361, 335, 338 and 341; co-requisites EDU 339, 342 and 425

Elementary education majors enroll in EDU 460/461 as part of their third block of study. The course continues instruction in several typical methods used in today's elementary school (inquiry and problem-based learning are emphasized), application of teaching methods to meet individual student needs (especially English language learners, and exploration of thematic planning. Extensive professor feedback characterizes this course. One credit of this experience is applied to the fieldwork component (EDU 460) and one credit is applied to the seminar (EDU 461).

EDU 480 **9 credits**
Internship
Prerequisite: Completion of all education requirements, a cumulative 2.50 grade point average, and a 2.0 or better in all education courses, and taking the Florida Teacher Certification Exam. Corequisite: EDU 481

A full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and a University supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers,

usually from 8 a.m. to 3:30 p.m. Open only to approved students who have applied for student teaching through the Department of Education. This is a pass/fail course.

EDU 481 **1 credit**
Seminar: Final Internship – Synthesis
Prerequisites: All EDU coursework except EDU 428 which may be taken concurrently with EDU 480/481
Corequisite: EDU 480

This course is a problem-solving seminar connected to the full-time, final internship experience. This one-credit seminar will focus on synthesizing the knowledge base gained during coursework with the experiences of the final internship. Students will complete their professional portfolios during this course.

Exceptional Student Education - Varying Exceptionalities Course Descriptions

ESE 101 **3 credits**
Foundations of Exceptional Student Education

This course provides an in-depth presentation of the philosophical, historical, legal, legislative, social and educational foundations of exceptional student education, K-12. The course examines the types and aspects of various disabilities, particularly high incidence disabilities and the response of society and the schools.

ESE 301 **3 credits**
Characteristics of Exceptional Students: Mildly and Moderately Disabled
Prerequisite: ESE 101 and EDU 226 or EDU 328 previously or concurrently

This course introduces the nature and needs of exceptional learners with special needs with particular emphasis on high incidence disabilities including learning disability, mental handicaps, emotional handicaps and physical impairments, K-12. Legal requirements are reviewed. Collaboration with general educators and the concept of least restrictive environment is an important focus. General and special educators are dually enrolled.

ESE 302 **3 credits**
Communication and Collaboration in Exceptional Student Education
Prerequisite: ESE 101

The course focuses on the context, processes and content essential for successful consultation, collaboration, communication and co-teaching between and among special educators, general educators, administrators, parents/families and support personnel. Highlights the roles and responsibilities of the special education teacher in a collaborative role promoting the special needs of disabled students. Emphasizes effective communication with students.

ESE 303 **3 credits**
Comprehensive Assessment in Exceptional Student Education
Prerequisite: ESE 101, ESE 301 and EDU 226 or EDU 328

This course introduces the basic concepts of testing and measurement theory and explains the nature of assessment and evaluation. The course presents common testing instruments and assessment procedures used with exceptional students K-12. Emphasis is on the selection of an appropriate, comprehensive battery of tests and assessment measures, practice in test administration and assessment activity, practice in scoring and interpretation, practice in reporting results and schooling in the ethics and requirements of fair testing, assessment and evaluation.

ESE 304 **3 credits**
Educational Management of Exceptional Students
Prerequisite: ESE 101, ESE 301 and EDU 226 or EDU 328

This course introduces the theory that guides and directs the educational manage-

ment of exceptional students, K-12. Educational management plans are created for students, both individually and collectively, and implemented in school settings and similar settings. Various theoretical positions are discussed.

ESE 305 **3 credits**
Theory and Practice in Exceptional Student Education: Mentally Handicapped
Prerequisite: ESE 301 and ESE 303

This course investigates the types and etiology of mental handicaps with special emphasis on implications for educational planning, instructional management and delivery of appropriate educational services to mentally handicapped students, K-12. Special attention is given to mild and moderate handicaps. Essential academic, social, emotional and vocational goals for the mentally handicapped are identified.

ESE 306 **3 credits**
Theory and Practice in Exceptional Student Education: Specific Learning Disability
Prerequisite: ESE 301 and ESE 303

This course investigates the types and etiology of learning disability with special emphasis on the implications for educational planning, instructional management and the delivery of educational services, K-12. Special attention is given to students in classes for varying exceptionality. Essential academic, social and emotional goals for the learning disabled are identified.

ESE 310 **2 credits**
Clinical Practices in Special Education I: Knowledge & Comprehension
Prerequisite: concurrently with ESE 301 and ESE 302

This seminar guides students in directed practice in the field. A one-hour seminar is required and four hours in the field per week is required. This is a pass/fail course.

ESE 320 **2 credits**
Clinical Practices in Special Education II: Integration & Application
Prerequisite: ESE 310 (concurrently with ESE 303, ESE 304, ESE 305, and ESE 306)

This seminar guides students in directed practice in the field. A one-hour seminar is required and four hours in the field per week is required. This is a pass/fail course.

ESE 401 **3 credits**
Theory and Practice in Exceptional Student Education: Emotionally Handicapped
Prerequisite: ESE 301 and ESE 303

This course investigates the types and etiology of emotional handicaps with special emphasis on implications for educational planning, instructional management and the delivery of educational services to students, K-12. Students with mild to moderate emotional, psychological and behavioral disorders, who are enrolled in classrooms for varying exceptionalities, are the focus of the course. Essential physical, academic, intellectual, social, emotional, personal, occupational and vocational goals for the emotionally handicapped are identified.

ESE 402 **3 credits**
Individualized Instruction Varying Exceptionalities: Language Arts
Prerequisite: ESE 305, ESE 306 and ESE 401

This course presents the basic instructional approaches to enhance language skills development, writing skills and literature appreciation for students with varying exceptionalities, K-12. The course demands that students recognize and apply the hierarchy of language skill acquisition from a developmental and adaptive perspective.

ESE 403 **3 credits**
Individualized Instruction Varying Exceptionalities: Mathematics and Science
Prerequisite: ESE 305, ESE 306 and ESE 401

This course presents the basic concepts and levels of mathematics and science and emphasizes functional or practical mathematics and science for students with varying exceptionality. The course introduces a developmental, sequential, experiential, pragmatic and adaptive approach to mathematics and science instruction for students with mild to moderate mental handicaps, learning disability, emotional handicaps and physical/health impairments at the elementary and secondary level.

ESE 404 **3 credits**
Individualized Instruction Varying Exceptionalities: Personal, Social and Vocational Skills
Prerequisite: ESE 305, ESE 306 and ESE 401

This course prepares teachers to teach personal, social and vocational skills to students of varying exceptionality. The personal and social skill development associated with academic achievement and classroom success is emphasized. Social learning theory, personality theory and development of students with varying exceptionality, K-12, are presented.

ESE 410 **2 credits**
Clinical Practices in Special Education III: Synthesis
Prerequisite: ESE 320 (concurrent with ESE 402, ESE 403 and ESE 404)

This seminar guides students in directed practice in the field. A one-hour seminar is required and five hours in the field per week is required. This is a pass/fail course.

ESE 480 **12 credits**
Internship
Prerequisite: Completion of all education requirements, a cumulative 2.50 grade point average, and a grade of C (2.0) or better in all education courses and passing all subtests of CLAST. Corequisite: ESE 481

This is a full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and a University supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8:00 a.m. to 4:00 p.m. Open only to approved students who have applied for student teaching through the Department of Education. This is a pass/fail course.

ESE 481 **1 credit**
Internship Seminar: Exceptional Education
Prerequisite: Successful completion of all required coursework with a C grade (2.0) or better and a cumulative GPA of 2.5. (Concurrent with ESE 480)

This weekly seminar supports students enrolled in the capstone student teaching internship. This is a pass/fail course.

English Course Descriptions

ENG 002 **3 credits**
Basic Composition Skills

This course does not satisfy a General Education requirement in English or elective credit for the associate's or bachelor's degree. This course is designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills. To ensure competence in oral communications, a speech component is included. Course fee may apply.

ENG 114 **3 credits**
Composition and Grammar for Speakers of Other Languages

A course designed to remedy the special problems of non-native speakers. Emphasis is on spoken as well as written English.

ENG 118 **3 credits**
Composition for Speakers of Other Languages
Prerequisite: ENG 002 or waiver

A course designed to help non-native speakers improve their reasoning and writing skills, especially for academic purposes. Increased emphasis is on English idiomatic usage.

ENG 121 **3 credits**
Academic Writing I
Prerequisite: Minimum of "P" grade in ENG 002 or satisfactory score on the English Placement Test

The techniques of effective writing, logical thinking and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communications, a speech component is included. Offered every semester.

ENG 122 **3 credits**
Academic Writing II
Prerequisite: ENG 121

A continuation of ENG 121. Expository writing based on analytical study of literary genres. To ensure competence in oral communications, a speech component and a research paper are included. Offered every semester.

ENG 201 **3 credits**
Expository Writing
Prerequisite: ENG 122

The writing of effective, clear and moving exposition with special emphasis on grammar, syntax, logical fallacies, style, modes of development with an emphasis on argumentation and critical thinking. Offered annually.

ENG 202 **3 credits**
Creative Writing
Prerequisite: ENG 122

Introduction to the creative process, analyzing creative writing in various genres, and the study of master writers. Offered annually.

ENG 220 **3 credits**
Introduction to Literary Study and Research
Prerequisite: ENG 122

In-depth study and application of research techniques. Introduction to scholarly journals in the field, library resources and methods of critical evaluation. Offered annually.

ENG 221 **3 credits**
Survey of English Literature I
Prerequisite: ENG 122

An introduction to the poetry, prose and drama of English literature from its beginnings through the 18th century. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

ENG 222 **3 credits**
Survey of English Literature II
Prerequisite: ENG 122

An introduction to English literature from the 19th century to World War I. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

ENG 223 **3 credits**
Survey of American Literature I
Prerequisite: ENG 122

An introduction to American literature from the colonial writers through the romantics — Bradstreet, Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau and Melville. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

ENG 224 **3 credits**
Survey of American Literature II
Prerequisite: ENG 122

An introduction to American literature from the realists to the present with emphasis on major writers and movements and the cultural heritages of Native American, Hispanic, and African American writers. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

ENG 225 **3 credits**
Survey of World Literature I
Prerequisite: ENG 122

Designed to introduce non-English majors to the literature of the Western World in translation, from the ancient Greek through the Renaissance periods. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

ENG 226 **3 credits**
Survey of World Literature II
Prerequisite: ENG 122

Designed to introduce non-English majors to the literature of the Western World in translation, including the literary traditions of Neoclassicism, Romanticism, Naturalism and Symbolism. Continued emphasis on literary devices writers use and on expository writing based on analytical study of the literature of the course. Offered annually.

ENG 227 **3 credits**
Basic Journalistic Writing
Prerequisite: ENG 122

Basic theories and procedures in collecting and writing news. Offered as needed.

ENG 311 **3 credits**
Survey of Major Writers of the 20th Century
Prerequisite: ENG 122

A study for non-English majors of the most significant and influential movements of the 20th century as those movements have shaped the course of human experience. Provides an opportunity for students to discuss and analyze a broad range of writers from several countries, drawing on cultural and ethnic issues particularly relevant to those writers. Offered annually.

ENG 312 **3 credits**
Foundations of British Literature I
Prerequisite: ENG 220

A survey of British literature and literary history from its beginnings to 1800, excluding Shakespeare and the novel. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220.

ENG 313 **3 credits**
Foundations of British Literature II
Prerequisite: ENG 220

A survey of British literature and literary history of the 19th and 20th centuries, excluding the novel. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220.

ENG 316 **3 credits**
Southern Literature
Prerequisite: ENG 220

A study of Southern literature (such as Faulkner, Wolfe, McCullers, Welty and Porter), emphasizing the period known as the Southern Renascence (1920-1950)

Offered in alternate years.

ENG 318 **3 credits**
Communications Pre-Internship
Prerequisites: ENG 122, acceptance to the internship by the area coordinator of English and approval by the school dean

Provides students an opportunity to use their writing skills in an arena where they will work with professional writers, editors and producers. The internship takes place in a

newspaper, magazine, public affairs office or in a radio or television station. May be taken twice for credit. Offered annually.

ENG 320 **3 credits**
Foundations of American Literature
Prerequisites: ENG 220

Focuses on American literary history up to the Modern period. Emphasis on the relationship between literature and culture during certain historical periods. Sample study areas include The Puritan Tradition, American Romanticism, Realism and Naturalism.

ENG 321 **3 credits**
The English Novel
Prerequisite: ENG 220

The historical development of the English novel of the 18th and 19th centuries. Investigation and analysis of secondary materials and in-depth expository discussions of assigned novels. Offered in alternate years

ENG 323 **3 credits**
History and Structure of the English Language
Prerequisite: ENG 122

An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax and vocabulary. Offered in alternate years

ENG 324 **3 credits**
Reviewing and Critical Writing
Prerequisite: ENG 122

Writing and analyzing reviews of films, plays and television programs. Offered in alternate years.

ENG 326 **3 credits**
Playwriting
Prerequisite: ENG 202

Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis on plot, theme, dialogue and characterization. Offered in alternate years.

ENG 327 **3 credits**
Mythology
Prerequisite: ENG 122

Focus in this course will be to study in-depth representative myths and the recurring figures, themes and motifs found in these myths (such as creation myths, flood myths, visions of the underworld and the figure of the hero). The course will study the connection between myth and motifs in literature. The emphasis will be on classical myths found in our Western tradition.

Offered in alternate years.

ENG 328 **3 credits**
Biography and Autobiography
Prerequisite: ENG 122

A study of the lives of eminent and influential men and women in Western civilization combined with student writing in this genre. Offered in alternate years.

ENG 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of English that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

ENG 332 **3 credits**
Creative Non-fiction
Prerequisite: ENG 202 and ENG 203

Development of student skills in non-fiction prose, with special emphasis on practicing the array of "creative" devices currently in use. Workshop format. Offered in alternate years.

ENG 334 **3 credits**
Writing the Short Story
Prerequisite: ENG 202

Practicing traditional techniques in writing short fiction: plot, characterization, point of view, setting, voice and style. Workshop format. Offered in alternate years.

ENG 335 **3 credits**
Verse Writing
Prerequisite: ENG 202

Technique in writing poetry: theme, imagery, musical devices and metrics. Offered in alternate years.

ENG 336 **3 credits**
Modern Drama
Prerequisites: ENG 122, ENG 220

A study of modern drama from its origins in the late 19th century to the present. Styles investigated include modern realism, tragedy, expressionism, theatre of the absurd and contemporary performance. Representative playwrights include Ibsen, Chekhov, Shaw, O'Neill, Williams, Miller, Beckett and Shepard. Offered in alternate years.

ENG 340 **3 credits**
Topics in Selected Literary Studies
Prerequisite: ENG 220

Revolving course offerings focusing on literary communities and texts of diverse cultures such as African American literature, Native American literature or women writers.

ENG 399 **0 credits**
Junior Oral Examination
Prerequisite: Junior standing

Oral examination covering selected material from the English Foundations Courses: ENG 312, ENG 313 and ENG 320. Students must receive a passing score on the exam in order to enroll in ENG 498: Senior Seminar. Given every spring.

ENG 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in English that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered annually.

ENG 413 **3 credits**
Studies in Early British Literature
Prerequisites: ENG 220 and ENG 312 or ENG 313

An in-depth focus, as designated by instructor, on select writers (excluding Shakespeare), movements, genres (excluding the novel), or literary periods in British literature from its beginnings to the 20th century. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220, while offering a more sophisticated look at some of the works studied in Foundations of British Literature courses and an opportunity to study authors potentially excluded from the foundations courses. Offered in alternate years.

ENG 420 **3 credits**
Studies in American Literature
Prerequisites: ENG 220 and ENG 320

In-depth focus, as designated by instructor, on select writers, movements, genres, or literary periods in the study of American literature. The course continues to emphasize different critical approaches to texts and to hone research skills learned in ENG 122 and ENG 220, while offering a more sophisticated look at some of the works studied in the Foundations of American Literature course and an opportunity to study authors potentially excluded from the foundation course. Offered in alternate years.

ENG 422 **3 credits**
Shakespeare
Prerequisite: ENG 220 and ENG 312

Selected sonnets, comedies, histories and tragedies with consideration of Shakespeare's dramaturgical development. Offered in alternate years.

ENG 428 **3 credits**
Communications Internship
Prerequisites: ENG 318, acceptance to the internship by the chair of the English department and approval by the school dean

Provides students an opportunity to use their skills in a professional setting by allowing them to work with professional writers, editors and producers. The internship takes place in a newspaper, magazine, public affairs office or in a radio or television station. May be taken twice for credit. Offered annually.

ENG 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Students must submit a written request for enrollment prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

ENG 430 **3 credits**
Independent Writing
Prerequisite: ENG 122 and permission of faculty member

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit. Offered in alternate years.

ENG 433 **3 credits**
Studies in Modernism and Postmodernism
Prerequisites: ENG 220, ENG 313, and ENG 320

Intensive study of significant figures, movements and works of 20th century British and American writers.

ENG 435 **3 credits**
Literary Criticism
Prerequisite: ENG 220

Principles and methods of literary criticism and theory, with application of critical methods to works by representative writers in the western canon. Offered in alternate years.

ENG 498 **3 credits**
Senior Seminar
Prerequisite: Senior standing and passing score on ENG 399: Junior Oral Examination

An in-depth exploration of one or more literary topics. Required during the fall semester of the senior year for those majoring in English.

Environmental Science Course Descriptions

ENV 201 **4 credits**
Geoscience
Prerequisite: Sophomore standing

This course will familiarize the student with the basic principles of hydrogeology, soils, topography, physiography, mapping, climate and weather. The course also will investigate the nature of the physical environment from the standpoint of resource utilization. One 3-hour lecture and one 3-hour laboratory per week. Offered fall semester in alternate years. Course fee may apply.

ENV 200-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean

This course is designed to enhance the academic experience by offering courses in specialized technical areas outside of the course requirements. Offered as needed.

ENV 401 **4 credits**
Advanced Environmental Science
Prerequisites: BIO 325 and CHE 312

This course will provide the student with simulated work experiences and detailed information on the major technical topics that are encountered in the daily job responsibilities of professional environmental scientists. During this course, the student's senior research project will be initiated. Offered fall semester in alternate years.

ENV 402 **2 credits**
Environmental Regulations
Prerequisite: BIO 325

This course will provide the student with a working knowledge of the major federal legislation that governs the use of environmental resources in the United States. In addition, information on the regulatory framework in the U.S. and in Florida will be presented. Legislation will be discussed from the viewpoint of the professional environmental scientist. Offered spring semester in alternate years.

ENV 403 **3 credits**
Seminar in Environmental Science
Prerequisite: BIO 325

This course is designed to prepare the student for successful performance as a professional environmental scientist. A large portion of the course will be concerned with providing the student with a thorough understanding of the environmental assessment process, the most common tool of the environmental scientist. Additionally, the course requires the completion and presentation of the student's senior research project. Offered spring semester in alternate years.

Fine Arts Course Descriptions

FAS 101 **3 credits**
The Integrated Arts

An interdisciplinary course that introduces students to visual, written, and musical works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts. Regular classroom lectures/discussions will be complemented by live performances and exhibits.

FAS 121 **3 credits**
Introduction to Fine Arts

An approach to visual, musical and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts.

FAS 123 **3 credits**
Introduction to Film

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

FAS 125 **3 credits**
Introduction to Theater

Investigates the imaginative processes involved in creating theater. Emphasizes the dramatic event, dramatic literature in performance. Examines the roles of audience, actor, playwright, director and others that collaborate to create the theater experience.

FAS 127 **3 credits**
Acting

Basic principles of acting open to all majors, including students with no theatre experience. There will be a study and practice of the stylized tradition and the method tradition.

FAS 220 **1 credit**
Theater Playhouse 90

Theater performance open to all majors. Acting, directing, playwriting and stagecraft will be studied and practiced. May be repeated for credit.

FAS 222 **3 credits**
Directing
Prerequisite: ENG 122

Basic principles of directing open to all majors. Emphasizes the director's artistic and collaborative responsibility for script analysis, blocking, intuitive movement, set design and lighting design.

FAS 230 **1 credit**
Theatre Practicum I
Prerequisites: Acceptance by the Director of Theatre

Provides students an opportunity to contribute to the technical aspects of a mainstage production of a full-length play. May be repeated for credit.

FAS 240 **1 credit**
Theatre Practicum II
Prerequisites: Acceptance by the Director of Theatre

Provides students an opportunity to perform a significant role in a mainstage production of a full-length play and to examine issues related to acting and interpreting dramatic literature. May be repeated for credit.

FAS 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of fine arts that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

FAS 330 **3 credits**
Theatre History and Theory
Prerequisites: ENG 122 and FAS 125

The study of the development of theatre as an art form from antiquity to the present. Topics include theatre architecture, genre and theoretical examinations of the means and goals of theatre. Offered as needed.

FAS 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in fine arts that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

FAS 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and school dean

Intensive individual study in a particular aspect of fine arts that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Foreign Languages Course Descriptions

FRL 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member or school dean

Designed for small groups of students to pursue in-depth a particular aspect of foreign languages that is not covered or is treated less rigorously in regular course offerings. This course is taught in seminar fashion.

FRL 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in foreign languages that is designed for a specific class level: freshman (100) through senior (400).

FRL 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and school dean

Intensive study in a particular aspect of foreign languages that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

General Business Administration Course Descriptions

GBA 105 **3 credits**
Introduction to Business

An introductory course in Business Administration. This course examines business as an active partner in our total economic system. It will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor, and the public.

GBA 231 **3 credits**
Business Law I
Prerequisite: ENG 122 and second-semester sophomore standing

The American legal system (constitutional framework), the judicial system, the administrative agency system, the legal theory of the organization (agency law, forms of organization), an organization's legal obligations (torts, contracts, common law and the Uniform Commercial Code) and public law (employment, securities, antitrust, consumer and environmental protection) are reviewed.

GBA 321 **3 credits**
Essential Business Skills
Prerequisite: ENG 122

This course will focus on the practical application of business skills needed by the emerging college graduate. Course contents include such topics as active listening, interpersonal communications, interviewing, intercultural awareness and sensitivity, presentation skills, assertiveness, coaching, written communications, barriers to effective management, office politics, PowerPoint applications, non-verbal communication, business etiquette, impromptu speaking, decision making, career planning, job-seeking activities, creation of typical business documents, working in a team/group environment, coaching/mentoring, conducting meetings and self-assessment.

GBA 332 **3 credits**
Business Law II
Prerequisite: GBA 231 and junior standing required

An advanced course in the legal aspects of the banking system, an in-depth analysis of the Uniform Commercial Code, financial instruments, bankruptcy, creditor-debtor relationships and securities regulation. Offered as needed.

GBA 334 **3 credits**
Quantitative Methods
Prerequisite: MAT 201 and junior standing required

The use of quantitative techniques to aid in business-oriented decision-making. Emphasis is on problem identification and formulation with application of appropriate solution techniques and the interpretation of results. Included are probability theory, decision-making under certainty, risk, and uncertainty, inventory control, forecasting, statistical process control and linear programming. Course fee may apply.

GBA 335 **3 credits**
Administrative and Personnel Law
Prerequisite: Junior standing required

The effects of administrative and personnel laws on the decision-making responsibilities of practitioners. Explores the impact on personnel policies and practices of organizations. Addresses the development, intent and implications of protective labor legislation from the federal to the local level. Offered as needed.

GBA 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of the department chair and dean

A variable content course in general business administration that is designed for a particular class level: freshman (100) through senior (400). The topic is announced in advance of registration. Offered as needed.

GBA 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of department chair and dean and senior standing required

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond regular course offerings. Written request must be made prior to registration. May be repeated for credit. Weekly meetings with a faculty member. Offered as needed.

GBA 498 **3 credits**
Strategic Management
Prerequisites: ACC 202, MGT 325, MGT 327, MKT 301, GBA 334 and senior standing required
Corequisite: GBA 499

Formulation and implementation of strategies for top-level managers. An integrating course that applies all functional business areas in dealing with organizational challenges. Decision-making crucial to strategy formulation and implementation is applied in a global setting.

GBA 499 **0 credit**
Business Comprehensive Examination
Corequisite: GBA 498

Comprehensive written examination of the functional areas of business. Exam is administered during the GBA 498 course.

Geography Course Descriptions

GEO 221 **3 credits**
Introduction to Physical and Cultural Geography
Prerequisite: Sophomore standing

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation and natural resources, along with political, economic and cultural developments, population, settlement and urbanization. The teaching of geography at the elementary level and secondary levels also is emphasized.

GEO 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean

A variable content course in geography that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

Golf Course Management Course Descriptions

GCM 101 **2 credits**
Introduction to Golf Course Management

An overview of career opportunities in professional golf management, the role of the golf professional in the industry and the function and role of the Professional Golfers Association and other golf associations.

GCM 102 **1 credit**
Orientation to the Golf Professional Training Program
Prerequisites: GCM 101, GCM majors only

A review of the requirements and procedures associated with the completion of the Golf Professional Training Program. Overview of and preparation for participation in the golf course management cooperative education program.

GCM 314 **6 credits**
Golf Course Management Internship
Prerequisite: GCM 101, GCM 102

A full-time (minimum 600 hours) work experience at an approved golf facility under the direct supervision of a Class "A" Professional Golf Association professional. Participation in a six-hour post cooperative education seminar also is required. Pass/Fail. Typically completed in summer following freshman year.

GCM 405 **3 credits**
Club Management
Prerequisite: GCM 101, senior standing

Operational management of a successful golf course club facility. This course will cover menu selection, food purchasing and preparation, advertising, human resources, retailing and service techniques in a golf course environment.

TUR 201 **3 credits**
Turf Management
Prerequisite: Sophomore standing

An overview of the characteristics and uses of major turf grasses; management procedures for turf grass including soil preparation, seeding, sodding, fertilization, liming, irrigation and mowing; control of insects, weeds and diseases.

Health Care Administration Course Descriptions

HCA 302 **3 credits**
Health Care Organization
Prerequisites: Junior standing required

A descriptive study of the U.S. health care system including its structure, finance, governance, personnel and cultural values. Emphasis is placed on the influences exerted by economic, political and social forces within the larger society and the health care system's response to these influences.

HCA 303 **3 credits**
Managed Care
Prerequisites: HCA 302 and junior standing required

An analysis of the organizational structure and management of managed health care. It emphasizes current trends in the managed health care industry with emphasis on the payment and financial aspects of America's managed health care system.

HCA 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of department chair and dean and junior standing required

Designed for small groups of students that pursue a particular in-depth aspect of health care administration that is not covered in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with a faculty member.

HCA 333 **3 credits**
Health Law
Prerequisite: Junior standing required

This course is a basic study of the U.S. legal system and the issues involving the management and delivery of health care services. Emphasis is placed on law as it pertains to negligence, contracts, informed consent,

confidentiality, labor relations, patient care and reimbursement issues. Current medical and ethical questions are examined.

HCA 100-400 **1-3 credits**
Special Topics
Prerequisites: Permission of department chair and dean

A variable content course in health care administration that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HCA 402 **3 credits**
Epidemiology
Prerequisites: HCA 302 and senior standing required

A study of descriptive epidemiology and its application to the analysis of community health status. Emphasis is placed on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The U.S. public health system and practice are studied.

HCA 410 **3 credits**
Quality Improvement Methods in Health Care
Prerequisites: HCA 302 and senior standing required

An in-depth study of quality improvement philosophy, methodologies, tools and issues. Emphasized is quality standard setting, system design, reporting mechanisms and effectiveness assessment. The relationship between quality improvement programs, risk management and utilization review are closely examined.

HCA 425 **3-15 credits**
Health Care Internship
Prerequisites: GBA 331, HCA 302, MGT 301 and taken during the last 15 hours of residency

Designed to provide the student the opportunity to integrate all previously learned health care management knowledge and skills. The management area of study and the practicum are mutually agreed upon by the student, the faculty member and the health facility preceptor. This is a pass/fail course.

HCA 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of department chair and dean and senior standing required

An intensive individual study in a particular aspect of health care administration that is not covered in regular course offerings. This is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond what is expected in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with faculty member.

HCA 498 **3 credits**
Health Planning and Policy Management
Prerequisites: MGT 301, MGT 327, HCA 402 and must be taken during the last 15 hours of residency

A capstone course that integrates health services planning, organization, management and evaluation. Policy formulation and management are studied.

History Course Descriptions

HTY 121 **3 credits**
United States History to 1865

A survey of the principal movements, events, ideas and personalities in U.S. history from colonial times to the Civil War. Offered annually.

HTY 122 **3 credits**
United States History Since 1865

A survey of the principal movements, events, ideas and personalities in U.S. history from the Civil War to the present. Offered annually.

HTY 123 **3 credits**
Western Civilization to 1500
A survey of the principal movements, events, ideas and personalities in the Western World from ancient times to 1500. Offered annually.

HTY 124 **3 credits**
Western Civilization Since 1500
A survey of the principal movements, events, ideas and personalities in the Western World from 1500 to the present. Offered annually.

HTY 225 **3 credits**
Far Eastern Civilization
A study of the historical development of the civilizations of China and Japan with emphasis on their classical traditions, the impact of Western issues and practices and developments in the post-World War II era. Offered annually.

HTY 227 **3 credits**
Latin America and the Caribbean
A survey of the principal movements, events, ideas and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th century developments. Offered annually.

HTY 233 **3 credits**
The Modern Middle East
A study of the social, political, religious and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict and oil. Offered annually.

HTY 245 **3 credits**
Vietnam War
Prerequisite: Sophomore standing
A study of America's political, economic and military role in Vietnam from 1950 to 1975. Offered through School of Continuing Education.

HTY 320 **3 credits**
History of Florida
This course will explore the history of Florida from its first settlements to its modern development as the "Sunshine State." It will cover the different groups of people who have shaped the history of Florida – Native Americans, Europeans and African-Americans – and how their interactions have contributed to Florida's culture as well as place Florida's past into its larger regional and national context. The course will use historians' essays, explorers' accounts, fiction, autobiographies, public history sites, song lyrics and the natural landscape to learn about Florida history.

HTY/SSC 322 **3 credits**
Race and Ethnicity in American Culture
Prerequisite: SOC 121
An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as African-Americans, Mexican-Americans, Puerto Ricans, Asians, and Native Americans. Offered fall semester.

HTY 325 **3 credits**
Modern Russia
Prerequisite: Junior standing
An intensive study of the history and development of Russia since 1900. Offered in alternate years.

HTY 329 **3 credits**
Directed Study or Research
Prerequisite: Permission of faculty member and school dean
Designed for small groups of students to pursue a particular aspect of history that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

HTY 330/POL 330 **3 credits**
War and Peace
Prerequisite: Junior standing

A historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages and the Napoleonic Wars will be included. Offered in alternate years.

HTY 331 **3 credits**
The American Civil War
Prerequisite: Junior standing

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the Civil War in 1865. In addition to covering important political and military personalities as well as decisive battles and campaigns, social and economic aspects of the American Civil War also will be discussed. Offered through School of Continuing Education.

HTY 333/POL 333 **3 credits**
Palestine and Israel
Prerequisite: Junior standing

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects. Offered in alternate years.

HTY 335/SSC 335 **3 credits**
Women in American Society

A comprehensive examination of the socio-historical position of women and of the changing roles of men and women in American society. Major emphasis is placed on socialization of women; cross-cultural comparison of women; women in United States socio-history; women in contemporary United States: women of color, women and the economy, family life and motherhood and women and the law.

HTY 337/POL 337 **3 credits**
The Legacies of the British Empire
Prerequisite: Junior standing

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan. Offered in alternate years.

HTY 339/POL 339 **3 credits**
Readings in History
Prerequisite: Junior standing

Readings, group discussion and writing on such issues as Machiavelli, comparative revolutions, the causes of the American civil War, historical myths and related topics. Offered annually.

HTY 341 **3 credits**
The American War of Independence
Prerequisite: Junior standing

An analysis of the military strategies and operations of each side in the American War of Independence, along with diplomatic and political aspects. Offered through School of Continuing Education.

HTY 342 **3 credits**
Leaders of the American Revolution
Prerequisite: Junior standing

An analysis of the principal figures of the American Revolution, including such leaders as George Washington, Thomas Jefferson, Benjamin Franklin, Patrick Henry and Benedict Arnold. The British viewpoint of the Revolution also will be examined. Offered through School of Continuing Education.

HTY 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate Affair, Palestine/Israel

or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

HTY 422 **3 credits**
Europe in the 20th Century
Prerequisite: HTY 124
A study of the major currents, events and ideas in European history from 1870 to the present. Offered as needed.

HTY 423 **3 credits**
The United States in the Twentieth Century
Prerequisites: HTY 121 and HTY 122
A study of the major currents, events and ideas in United States history from the rise of big business and progressivism to the present. Offered as needed.

HTY /POL 426 **3 credits**
United States Diplomatic History
Prerequisites: HTY 121 and HTY 122
An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy and the chief themes in U.S. diplomatic history, with emphasis on the 20th century. Offered in alternate years.

HTY 427/POL 427 **3 credits**
History of Ideas
Prerequisite: Junior standing
A study of the major intellectual currents that have dominated historical thought in the Western World since the Renaissance. Offered annually.

HTY 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean
Intensive individual study in a particular aspect of history that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HTY 430 **3 credits**
The Role of the Military in the Modern World
Prerequisite: Junior standing
An examination of the relationships between the soldier, the civilian, defense establishments and society within the United States and throughout the world. Offered through School of Continuing Education.

HTY 499 **3 credits**
Senior Seminar in History
Prerequisite: Senior standing in history or international studies
Directed research and the development and presentation of a senior thesis on a significant historical issue. Offered annually.

Honors Program Course Descriptions

HON 101 **1 credit**
Honors Freshman Apprenticeship
Prerequisite: Freshman standing and admission to the Honors Program
A contract course whereby freshmen honor students may contract with individual faculty to assist in research, preparation for teaching or the advancement of projects intended to enhance the intellectual or artistic environment of the campus. The availability of the course is dependent upon faculty requests. In general, students compete for assignments listed by faculty at the beginning of each academic term. Work requirements, duties and responsibilities and grading policy are spelled out in a contract developed by the instructor and signed by the student before enrollment is completed.

HON 150 **3 credits**
The Classical World View
Prerequisite: Admission to the Honors Program or permission of faculty member

Students read and discuss faithful translations of Greek and Roman authors whose works exemplify the breadth and depth of classical learning. Epic poetry, drama and philosophical writings that embrace questions relating to ethics, politics, physics and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers. Offered annually.

HON 151 **3 credits**
The Christian Vision
Prerequisite: Admission to the Honors Program or permission of faculty member

Students read and discuss original documents in the Judeo-Christian tradition, including Hebrew, Roman Catholic and Protestant authors. They learn to identify the literary, philosophical and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life. Offered annually.

HON 250 **3 credits**
The Humanistic Tradition
Prerequisite: Admission to the Honors Program or sophomore standing and permission of faculty member

Students read and discuss important works by diverse authors spanning the broad period from the 15th century Renaissance to the 18th century Enlightenment. Essays, poetry, drama, novels and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation. Offered annually.

HON 251 **3 credits**
Scientific Revolutions
Prerequisite: Admission to the Honors Program or sophomore standing and permission of faculty member

Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals and reports by scientific pathfinders serve as the primary course material, although some laboratory work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures and accomplishments of the scientific enterprise. Offered annually.

HON 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Admission to the Honors Program and permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of an honors topic that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion. Offered as needed.

HON 350 **3 credits**
The Human Condition Re-examined
Prerequisite: Admission to the Honors Program or junior standing and permission of faculty member

A collectively led seminar on 18th and 19th century developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology and technology. Supervised by the faculty member, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western World's concept of human nature. Offered annually.

HON 351 **3 credits**
The Modern World View
Prerequisite: Admission to the Honors Program or junior standing and permission of faculty member

A collectively led seminar on 20th century thought, culture and religion. Guided by the faculty member, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellectual achievements and contemporary issues. Offered annually.

HON 100-400 **3 credits**
Special Topics
Prerequisite: Admission to the Honors Program and permission of faculty member and school dean

A variable content honors course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Satisfies one of the honors program course requirements, excluding HON 498 and 499. Offered as needed.

HON 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Admission to the Honors Program and permission of faculty member and school dean

Intensive individual study in a particular aspect of an honors topic that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HON 498 **1 credit**
Honors Research Methods
Prerequisite: Admission to the Honors Program and junior standing

Planning for the senior honors project and developing a project proposal under the guidance of a mentor. Researching the available bibliographical and material resources. Offered annually.

HON 499 **3 credits**
Senior Honors Project
Prerequisite: Senior standing and permission of the Honors Council

The completion of an original research project under the guidance of a mentor. May satisfy an upper-division major requirement with the consent of the school dean. See the honors program guidebook for further details. Offered annually.

Hospitality and Tourism Management Course Descriptions

HTM 220 **3 credits**
Introduction to Restaurant and Hotel Management
Prerequisite: Sophomore standing required

A study of the hospitality industry, emphasizing its history, traditions and career opportunities. The duties and responsibilities of entry-level positions will be covered.

HTM 305 **3 credits**
Restaurant Management Operations
Prerequisite: HTM 220 and junior standing required

Operational management of a successful food service facility is studied. Menu planning, food purchasing, preparation and service techniques are included. Site visits to restaurants and food service properties are included.

HTM 310 **3 credits**
Hotel Management Operations
Prerequisite: HTM 220 and junior standing required

Financial and managerial aspects of hotel and motel operations are studied. Convention and meetings management will be emphasized. Site visits to hotel/convention properties are included.

HTM 322 **3 credits**
Environmental Science in Hospitality
Prerequisite: Junior standing required

An examination of the causes and prevention of food spoilage and food-borne diseases. Regulations, NIFI certifications, the use of chemicals and the role of safety are studied.

HTM 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: HTM 220 and permission of department chair and dean and junior standing required

Designed for small student group study in-depth of a particular aspect of restaurant and hotel management that is not covered in regular courses. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

HTM 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission department chair and dean

A variable content course in restaurant and hotel management designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

HTM 425 **3-12 credits**
Internship I
Prerequisite: Permission of department chair and dean and senior standing required

Supervised experience in industry. Emphasis on food production, developing good work habits, supervisory skills and management policies and procedures. The internship is a 13-week full-time position. May be repeated for credit. Course fee may apply. Offered as needed. This is a pass/fail course.

HTM 426 **3-12 credits**
Internship II (Restaurant)
Prerequisite: Permission of department chair and dean and senior standing required

A second level internship in management training, rotational or special project position in the restaurant industry. May be repeated for credit. Course fee may apply. Offered as needed. This is a pass/fail course.

HTM 427 **3-12 credits**
Internship III (Hotel)
Prerequisite: Permission of department chair and dean and senior standing required

A second level internship in a management training, rotational or special project position in the hotel industry. May be repeated for credit. Course fee may apply. Offered as needed. This is a pass/fail course.

HTM 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of department chair and dean and senior standing required

Intensive individual study in a particular aspect of restaurant and hotel management that is not covered in regular courses. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that expected in regular courses. Written request required prior to registration. May be repeated for credit. Weekly meetings with faculty member.

HTM 498 **3 credits**
Seminar in Restaurant and Hotel Management
Prerequisite: HTM 220, HTM 305, HTM 310, HTM 322 and senior standing required

Analysis of the layout and design of a restaurant or hotel operation. Cost-volume profit forecasts are included. Students are expected to participate in University Campus activities offering supervisory and management opportunities. Offered as needed.

Human Resources Administration Course Descriptions

HRA 329 **3 credits**
Directed Study: Readings or Research
Prerequisites: Permission of department chair and dean and junior standing required

Designed for small students groups to pursue in-depth a particular aspect of human resources administration that is not covered in regular courses. The course is taught in seminar fashion and requires 36 contact hours. Offered as needed.

HRA 330 **3 credits**
Health, Safety And Security
Prerequisite: MGT 331 and junior standing required

The course is designed to identify key occupational health, safety and workplace security theory and concepts. Legal and regulatory issues affecting health-related programs, policies and employers' liabilities. Current practices are reviewed.

HRA 335 **3 credits**
Selection and Placement
Prerequisite: MGT 331 and junior standing required

Focuses on people as strategic resources whose availability and capabilities influence organizational effectiveness. Strategies for attracting, assessing, acquiring and withdrawing personnel are studies. Implications of planning and implementing staffing policies are discussed. Offered as needed.

HRA 340 **3 credits**
Training and Development
Prerequisite: MGT 331 and junior standing required

Theory and technology of organizational training and development are studied. Learning theory and its applications to training, methodology for training evaluation and forces shaping future training and development needs are included.

HRA 360 **3 credits**
Compensation and Benefits
Prerequisite: MGT 331 and junior standing required

An examination of financial reward systems in organizations and the study of relevant theoretical and legal perspectives. Topics include job evaluation, wage surveys, incentives, pay equity, benefits and compensation strategy.

HRA 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission department chair and dean

A variable content course in human resources administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

HRA 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission department chair and dean and senior standing required

Intensive individual study in a particular aspect of human resources administration that is not covered in regular course offerings. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Written request must be made prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HRA 499 **3 credits**
Seminar in Human Resources Administration
Prerequisite: HRA 335, HRA 340, HRA 360 and senior standing required

A capstone course designed to integrate previous core courses through a review of the HR body-of-knowledge. Course content analyzes the basic understanding and practical tools that HR administrators commonly use to meet the organizations employees' challenges. In addition, this course prepared

graduating seniors to sit for the "Professional Human Resources" (PHR) certification examination.

Humanities Course Descriptions

HUM 101 **3 credits**
Introduction to the Humanities I

The first part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the ancient Greeks to the Renaissance.

HUM 102 **3 credits**
Introduction to the Humanities II

The second part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the Renaissance through the 20th century.

HUM 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of humanities that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HUM 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in humanities that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HUM 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of humanities that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Human Services Course Descriptions

HUS 121 **3 credits**
Introduction to Human Services

This course explores the field of human services, its history, concepts, delivery strategies, and values. The course also examines the various roles of human services workers in contemporary society. Offered as needed.

HUS 125 **3 credits**
Field Placement I

This course is designed to introduce the student to the field of human services. Students are expected to do volunteer work in a social service agency for a minimum of 165 hours during the term, while observing agency personnel and clientele. Includes an integrative seminar. Offered as needed. This is a pass/fail course.

HUS 225 **3 credits**
Field Placement II
Prerequisite: HUS 121 and HUS 125

This course is designed to give the Human Services major practical experience in a social service agency for a minimum of 165 hours during the term. Includes an integrative seminar. Offered as needed. This is a pass/fail course.

HUS 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in human services that is designed for a specific class level: freshmen (100) through senior (400). A study and discussion of a specific topic, such as family violence or populations at risk; or a broad study, such as human services policy issues. Topics to be covered are announced in advance of registration. Offered as needed.

HUS 425 **6 credits**
Field Placement in Human Services III
Prerequisite: Generally taken in last semester of residency after completion of all other major coursework. Specific prerequisites are EDU 226, HUS 121, MAT 201 or SOC/SSC 223, PSY 121, PSY 331, SOC 121, SSC/SWK 320, SWK 319, SWK 328
Corequisite: HUS 498

This is a supervised field placement in a human services organization for a minimum of 250 hours during the term and is intended to provide students with the opportunity to learn the roles, skills and methods of human services professionals. Students also should become familiar with the administrative processes of the organization. Course fee may apply. Offered as needed. This is a pass/fail course.

HUS 429 **3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and school dean

Intensive individual study in a particular aspect of human services that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

HUS 498 **3 credits**
Senior Seminar in Human Services
Prerequisite: Generally taken in last semester of residency after completion of all other major coursework. Specific prerequisites are EDU 226, HUS 121, MAT 201 or SOC/SSC 223, PSY 121, PSY 331, SOC 121, SSC/SWK 320, SWK 319 and SWK 328.
Corequisite: HUS 425

A capstone course designed to integrate previous coursework in human services. Through readings, written assignments and oral presentations, students demonstrate their ability to integrate theory with human services practice and administration. Offered as needed.

Management Course Descriptions

MGT 301 **3 credits**
Principles of Management
Prerequisites: ENG 122 and second-semester sophomore standing

An introductory course in management as a discipline and a process. Major topics include the evolution and scope of management, decision-making, planning and strategy, organizing and staffing, leading and control and change. The importance of management in the global environment and ethical considerations of management decisions also are included.

MGT 325 **3 credits**
Finance for Managers
Prerequisite: ACC 201 and computer and spreadsheet skills, completion of MAT 201 would be helpful

An introduction to the principles of corporate financial management. The principles apply also to other forms of business, governments and non-profit organizations. The time value of money is emphasized in investments of real or financial assets. Planning for current assets and liabilities and long-range capital is covered. Risk and expected values (statistics) are used in the planning and assessment of

investments. Also, the knowledge of different kinds of markets is described along with some financial theories.

MGT 327 **3 credits**
Management Information Systems
Prerequisites: MGT 301, COM 130 and junior standing required

A study of important uses of information technology in organizations. Issues studied include information requirements and flow, system design and analysis methodologies, the generation and accumulation of data for decision-making and the implementation and control of information systems.

MGT 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: MGT 301 and permission of department chair and dean and junior standing required

Designed for small student groups to pursue in-depth a particular aspect of management that is not covered or is treated lightly in regular courses. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

MGT 331 **3 credits**
Management of Human Resources
Prerequisites: MGT 301 and sophomore standing required

This course is designed to identify and explore the various human resource functions that create a cohesive framework leading to the achievement of organizational effectiveness through enlightened human resource systems management. This is a basic course for "operating managers" as well as "human resource managers."

MGT 340 **3 credits**
International Management
Prerequisite: MGT 301 and junior standing required

The student will develop an understanding of the international dimensions of management. The course covers a broad spectrum of issues critical to developing sound international business skills, including the assessment of foreign business practices, the understanding of the international financial and trade practices, and the way they impact decision making, planning, strategy development and strategy implementation.

MGT 398 **3 credits**
Organization Theory
Prerequisites: MGT 301, MGT 412 and senior standing required

This course considers the macro aspects of organizations such as organization structure and its determinants, organization effectiveness and structural design options.

MGT 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of department chair and dean

A variable content course in management designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

MGT 410 **3 credits**
Continuous Quality Management
Prerequisite: MGT 301 and senior standing required

This course provides a contemporary approach to operations management philosophy, theory, concepts and application. Focus is on improving quality, productivity and competitive position by presenting a realistic, relevant and sweeping view of the body-of-knowledge needed by operating managers to improve systems and processes.

MGT 412 **3 credits**
Organizational Behavior and Development
Prerequisite: MGT 301 and senior standing required

The study of human behavior in organizations. Newer concepts of behavior theory is

blended with classical organization theory. Methods for bringing change to organization are included.

MGT 425 **3-12 credits**
Management Internship
Prerequisite: Permission of department chair and dean and senior standing required

Placement is in a small business or major corporation. The intern applies various analytic techniques to the operation of a business. Business supervision provides a variety of assignments for a thorough acquaintance with organizational functions. Offered as needed. This is a pass/fail course.

MGT 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: MGT 301, permission of department chair and dean and senior standing required

Intensive individual study in a particular aspect of management that is not covered in regular courses. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that expected in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

MGT 430 **3 credits**
Business, Government and Society
Prerequisite: MGT 301 and senior standing required

A study of interrelationships among business, government and society. The complex, continuously evolving and closely linked business-government-society system will be studied. Academic theory and actual management concerns at the strategic, global, national, regional and local levels are covered in the course.

MGT 441 **3 credits**
Labor Relations
Prerequisite: MGT 331 and senior standing required

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

Marketing Course Descriptions

MKT 301 **3 credits**
Principles of Marketing
Prerequisites: ECO 201, ENG 122 and second-semester sophomore standing

A basic course in the marketing of goods, services and ideas including planning, pricing, promotion and distribution. Attention is directed to international marketing, marketing ethics and managing the marketing function.

MKT 307 **3 credits**
Advertising Management
Prerequisite: MKT 301, MKT 308 and junior standing required

This course provides an understanding of the advertising process and the available techniques to plan, implement and monitor an advertising campaign. The focus is on the application of these techniques to a full-service advertising agency.

MKT 308 **3 credits**
Personal Selling
Prerequisite: MKT 301 and junior standing required

This course provides the foundation for successful selling concerning legal issues, preparation, prospecting, approach, presenting, closing and follow-up. Consumers' purchase decisions, interpretation of body language and overcoming objections are studied.

MKT 324 **3 credits**
Marketing Research
Prerequisite: MKT 301, Mat 201 and junior standing required

This course details how to undertake primary and secondary research for exploratory, descriptive and causal research. It details questionnaire design, measurement scales, sampling procedures, sample size estimation, sampling and non-sampling error, data collection, editing, analysis and synthesizing the data into a cogent report.

MKT 354 **3 credits**
Principles of Retailing
Prerequisite: MKT 301 and junior standing required

A survey of the basic principles and techniques in retailing as well as its economic and social implications. The environmental factors affecting retail strategic development, market selection, resource management and positioning are studied.

MKT 383 **3 credits**
Consumer Behavior
Prerequisite: MKT 301 and junior standing required

Consumers' purchase and consumption patterns and their implications on marketing decisions. The consumers' decision process is detailed including need recognition, search, pre-purchase evaluation, consumption and satisfaction with an emphasis on individual consumer differences, the psychological process and environmental influences.

MKT 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission department chair and dean required

A variable content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

MKT 425 **3-12 credits**
Marketing Internship
Prerequisites: Permission of department chair and dean and senior standing required

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion and/or distribution. Offered as needed. This is a pass/fail course.

MKT 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of department chair and dean required

Intensive individual study in a particular aspect of marketing not covered in regular course offerings. Limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Written request for enrollment must be made prior to registration. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

MKT 463 **3 credits**
International Marketing
Prerequisites: MKT 301 and senior standing required

An examination of marketing from a global perspective. The focus is on the effects of international trade and the political, legal, financial and cultural environments on marketing mix decisions. Analysis and design of marketing strategies for diverse international environments are studied.

MKT 498 **3 credits**
Marketing Policies and Strategies
Prerequisites: MKT 301, nine additional marketing credits and senior standing required

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decision.

Mathematics Course Descriptions

Credit may not be earned in mathematics courses that are prerequisites for courses already completed.

MAT 002 **3 credits**
Fundamentals of Math

A minimum grade of C- or higher is required in MAT 002 to take MAT 003, Basic Algebra. This course does not satisfy a General Education requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students improve basic mathematical skills and to build a foundation for algebra. Topics include integers, rational, proportion, percents and elementary equations. Course fee may apply.

MAT 003 **3 credits**
Basic Algebra
Prerequisite: MAT 002 with a grade of C- or higher or a satisfactory grade on the mathematics placement test.

This course does not satisfy a General Education requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students build a foundation for algebra. Topics include: algebraic expressions, order of operations, linear equations, inequalities, introduction to graphing, polynomials, exponents and factoring. Offered every semester. Course fee may apply.

MAT 128 **3 credits**
Algebra and Functions
Prerequisite: MAT 003 with a grade of C- or higher or a satisfactory grade on the mathematics placement test

A course designed to provide a beginning background on functions that will enable the student to advance and succeed in higher level mathematics courses. Algebraic concepts with emphasis on functions and graphing. Topics include: rational expressions and equations, functions and graphs, inequalities, rational exponents and radicals, quadratic equations and functions. Offered every semester. Course fee may apply.

MAT 131 **3 credits**
College Mathematics
Prerequisite: MAT 003 with a grade of C- or higher or a satisfactory grade on the mathematics placement test

Topics include set theory, logic, numeration systems, geometry, counting methods, probability and statistics. Recommended for preparation for the CLAST examination. Offered every semester.

MAT 141 **3 credits**
Finite Mathematics
Prerequisite: MAT 128 or a satisfactory grade on the mathematics placement test.

Topics in mathematics that are especially applicable to business such as linear models, mathematics of finance, counting methods, probability and statistics. Offered every semester. Course fee may apply.

MAT 151 **3 credits**
College Algebra
Prerequisite: MAT 128 or a satisfactory grade on the mathematics placement test

Topics include solving higher order polynomials and inequalities, linear equations, quadratic equations, systems of equations, graphs, functions, logarithms and exponential functions. Offered every semester.

MAT 161 **3 credits**
Precalculus
Prerequisite: MAT 151

Topics include trigonometric functions, trigonometric identities and equations, the laws of sines and cosines, oblique triangles, complex numbers, polar coordinate system, DeMoivre's Theorem. Intended as a preparation for the first course in calculus MAT 221 or MAT 231. Offered every semester.

MAT 201 **3 credits**
Introduction to Statistics
Prerequisite: MAT 141 or a higher level mathematics course

Development of the fundamental statistical methods, including graphs, measures of central tendency and variation. Inferential statistics includes the basic concepts of probability, hypothesis testing, regression analysis and correlation. Use of statistical software packages. Applications to business, social science, education and environmental science. Course fee may apply. Offered every semester.

MAT 231 **4 credits**
Calculus I
Prerequisite: MAT 151 and MAT 161

Topics include limits, derivatives, continuity, applications of derivatives, indeterminate forms, introduction to integrals and the Fundamental Theorem of Calculus. Offered annually.

MAT 232 **3 credits**
Calculus II
Prerequisite: MAT 231

Techniques and applications of integration, improper integrals, sequences and series. Offered as needed.

MAT 323 **3 credits**
Calculus III
Prerequisite: MAT 232

Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals and multiple integration.

MAT 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of mathematics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

MAT 331 **3 credits**
Probability and Statistics
Prerequisite: MAT 232

Basic probability theory in discrete and continuous sample spaces, random variables and distribution functions, combinatorial analysis, expectations and moment generating functions, binomial, Poisson and related distributions, law of large numbers and central limit theorem.

MAT 334 **3 credits**
Quantitative Methods
Prerequisites: MAT 201 and junior standing required

The use of quantitative techniques to aid in business-oriented decision making. Emphasis is on problem identification and formulation with application of appropriate solution techniques and the interpretation of results. Included are probability theory, decision-making under certainty, risk, and uncertainty, inventory control, forecasting, statistical process control and linear programming. Course fee may apply. Offered every semester.

MAT 341 **3 credits**
College Geometry
Prerequisite: MAT 232

An examination of the foundations of geometry, modern modifications of Euclidean geometry, projective geometry and transformation theory.

MAT 351 **3 credits**
Number Theory
Prerequisite: MAT 232

Elementary properties of integers, the congruence relation, quadratic residues, certain quadratic forms, classical diophantine equations and fields of algebraic numbers.

MAT 361 **3 credits**
Linear Algebra
Prerequisite: MAT 232
Algebraic theory of vector spaces, matrices, determinants, systems of linear equations, linear transformations, characteristic vectors and eigenvalues and Euclidean n-space.

MAT 362 **3 credits**
Modern Abstract Algebra
Prerequisite: MAT 232
The study of algebraic structures and their applications. Topics include groups and symmetry, modulo arithmetic, isomorphisms and homomorphisms.

MAT 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director
A variable content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

MAT 411 **3 credits**
Differential Equations
Prerequisite: MAT 231 or 232
Linear equations of first order and higher, simple non-linear equations, series solutions and systems of linear equations.

MAT 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean
Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

Military Science Course Descriptions

Air Force ROTC

MSE-AFR 1101 **1 credit**
The Air Force Today: Organization and Doctrine
An introduction to the Air Force in the contemporary world through a study of its total force structure and mission.

MSE-AFR 1120 **1 credit**
The Air Force Today: Structure and Roles
A study of the strategic offensive and defensive forces, general purpose forces and aerospace support forces that make up the Air Force of today.

MSE-AFR 2000 **0 credit**
Enhanced Physical Fitness Training
Required of all students in MSE-AFR 2000, 3000, and 4000-level classes. It meets once per week for one and one-half hours. Concentrates on motivational physical fitness, healthy lifestyle and cadet esprit.

MSE-AFR 2001 **0 credit**
Leadership Laboratory
Leadership laboratory is required for each of the Aerospace Studies courses. It meets one hour and forty-five minutes per week. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop each student's leadership potential. Leadership laboratory involves a study of Air Force customs and courtesies; drill and ceremonies; career opportunities in the Air Force and the life and work of an Air Force junior officer. Students develop their leadership potential in a practical laboratory, which typically includes field trips to Air Force installations.

MSE-AFR 2130 **1 credit**
U.S. Air Power: Ascension to Prominence
Prerequisites: MSE-AFR 2000 and MSE-AFR 2001

A study of air power from balloons and dirigibles through the jet age. Emphasis is on the employment of air power in WWI and WWII and how it affected the evolution of air power concepts and doctrine.

MSE-AFR 2140 **1 credit**
U.S. Air Power: Key to Deterrence
Prerequisites: MSE-AFR 2000 and MSE-AFR 2001

An historical review of air power employment in military and nonmilitary operations in support of national objectives. Emphasis is on the period from post WWII to the present.

MSE-AFR 3220 **3 credits**
Air Force Leadership and Management I
Prerequisites: MSE-AFR 2000 and MSE-AFR 2001

An integrated management course emphasizing the individual as a manager in an Air Force milieu. The individual motivational and behavioral processes, leadership, communication and group dynamics are covered to provide a foundation for the development of the junior officer's professional skills as an Air Force officer (officership). The basic managerial processes involving decision making, utilization of analytic aids in planning, organizing and controlling in a changing environment are emphasized as necessary professional concepts.

MSE-AFR 3231 **3 credits**
Air Force Leadership and Management II
Prerequisites: MSE-AFR 2000 and MSE-AFR 2001

A continuation of the study of Air Force advancement and leadership. Concentration is on organizational and personal values, management of forces in change, organizational power, politics and managerial strategy and tactics are discussed within the context of the military organization. Actual Air Force cases are used to enhance the learning and communication processes.

MSE-AFR 4201 **3 credits**
National Security Forces in Contemporary American Society I
Prerequisites: MSE-AFR 2000 and MSE-AFR 2001

A study of the armed forces as an integral element of society, with an emphasis on American civil-military relations and context in which U.S. defense policy is formulated and implemented. Special themes include societal attitudes toward the military and the role of the professional military leader-manager in a democratic society.

MSE-AFR 4211 **3 credits**
National Security Forces in Contemporary American Society II

A continuation of the study of the armed forces in contemporary American society. Concentration is on the requisites for maintaining adequate national security forces; political, economic and social constraints on the national defense structure; the impact of technological and international developments on strategic preparedness; the variables involved in the formulation and implementation of national security policy and military justice and its relationship to civilian law.

Army ROTC

Successful completion of the Army ROTC program will lead to the commissioning as an Army Officer, Second Lieutenant, in the United States Army.

MSE 101 **1 credit**
Concepts and Leadership

Introduction to the fundamental components of service, military customs and traditions, rank structure and the role of an officer, as an Army officer in the United States Army. This initial lesson forms the building blocks in military values, fitness and leadership.

(Leadership lab required)

MSE 110 **1 credit**
Fundamentals of Leadership Development

Leadership theory and decision-making. Life skills lessons include: problem solving, critical thinking, leadership theory, follower-ship, group interaction and goal setting.

(Leadership lab required).

MSE 201 **1 credit**
Army Physical Readiness

Prerequisite: Permission of faculty member.

This course is designed to introduce the good health and physical fitness that is required of an Army Officer. The course is structured to develop and improve individual fitness through participation in the Army Physical Fitness Program. As an academic course, emphasis is placed on the conduct of military fitness training and individual improvement to meet military standards. Physical training is required, uniforms are provided for the conduct of physical training.

MSE 220 **1 credit**
Military Tactics and Leadership

A study of military tactics and officership, providing an extensive examination of the unique purpose, roles and obligation of commissioned officers. Course offers a detailed look at the origin of military institutional values and their practical application in decision-making and officer leadership.

(Leadership lab required).

MSE 230 **1 credit**
Advanced Military Leadership

Prerequisites: MSE 101, MSE 110 and MSE 220

An examination of military leadership building upon the fundamentals introduced in the first three courses of the basic course. This instruction delves into several aspects of communication and leadership theory that will include a leadership and problem solving case study. (Leadership Lab required).

MSE 240 **4 credits**
Basic Leader Training Course

Prerequisite: sophomore standing, permission of faculty member.

The Basic Leader's Training Course is the Army ROTC's 5-week leader internship. The course is conducted at Fort Knox, Kentucky during the summer months. Students without ROTC experience can examine the army without incurring an obligation and upon successful completion qualify for Advance Course ROTC entry

MSE 301 **1 credit**
Advanced Army Physical Readiness

Prerequisite: Permission of faculty member.

This course is designed to prepare an Army officer to implement the Army Physical Fitness Program and instruction on the conduct of the Army Physical Fitness Test. As an academic course, emphasis is placed on proper planning, preparation and conduct of military fitness training programs. Physical training is required, uniforms are provided for the conduct of physical training.

MSE 350 **3 credits**
Small Unit Operations

Prerequisite: junior standing, permission of department.

This course builds upon leadership competencies using the Leadership Development Process. Course instruction is focused in the decision-making, planning, and execution processes of Troop Leading Procedures.

(Leadership lab required).

MSE 360 **3 credits**
Small Unit Leadership

Prerequisite: MSE 350, Permission of department.

An intensive study and application of doctrinal leadership and tactical operations at the small unit level with constant evaluations. (Leadership lab required).

MSE 470 **3 credits**
Army as a Profession
Prerequisite: permission of department.

This course involves the transference of leadership theories into practice to examine and develop proven leadership techniques and procedures employed in the United States Army.

(Leadership Lab required).

MSE 480 **3 credits**
Seminar in Leadership
Prerequisite: permission of department.

Provides a basic understanding of the professional officer's responsibilities to the Army and the nation. Attempts to improve ethical decision-making skills through an examination of the need for ethical conduct, greater awareness and sensitivity to ethical issues, and the opportunity to apply these abilities in real world situations. Included are seminars to acquaint the new lieutenant with his/her relationship to Noncommissioned officers, Company Grade officers, and Senior officers.

(Leadership lab required).

Music Course Descriptions

MUS 105 **1 credit**
Oratorio Society
Prerequisite: Permission of faculty member

Open to students, faculty, staff and community members, the Oratorio Society is devoted to the performance of choral masterworks. One evening rehearsal per week. May be repeated for credit.

MUS 106 **1 credit**
University Chorus

Performance of standard literature for chorus. One to two hours of rehearsal per week. Open to all students. May be repeated for credit.

MUS 107 **1 credit**
Stage Band

Performance of standard and contemporary literature for jazz band. One to two hours of rehearsal per week. Open to all students. May be repeated for credit.

MUS 108 **1 credit**
University Concert Band

Performance of standard literature for concert band. One to two hours of rehearsal per week. Open to all students. May be repeated for credit.

MUS 120, 220, 320, 420 **1 credit**
Private Instruction

Students may request private instruction in keyboard, voice, brass, percussion, strings, woodwinds and guitar. Ten 30-minute lessons per semester. Open to all students. May be repeated for credit. Semester fee. No refund after second lesson.

MUS 121 **3 credits**
Music Theory I

Beginning principles of musical structure and style including analysis, writing and ear training.

MUS 122 **3 credits**
Music Theory II
Prerequisite: MUS 121

A continuation of MUS 121. Further study in analysis and style. Includes sight singing and ear training.

MUS 123 **3 credits**
Introduction to Music

Develops an understanding of, and appreciation for, the most important composers and styles from music history and develops critical and intelligent listening skills.

MUS 321 **3 credits**
Music History I
Prerequisite: MUS 123
The study of the Medieval, Renaissance and Baroque periods of music focusing on forms, styles and composers from each period. Three hours per week.

MUS 322 **3 credits**
Music History II
Prerequisite: MUS 123
The study of the Classical, Romantic, Impressionistic and Modern periods of music focusing on forms, styles, and composers from each period. Three hours per week.

MUS 328 **1 credit**
Chamber Music
A study of literature for small ensembles of vocalists and instrumentalists. May be repeated for credit. One coaching session per week.

MUS 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean
Designed for small groups of students to pursue in-depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MUS 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director
A variable content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MUS 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and school dean
Intensive individual study in a particular aspect of music that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Oceanography Course Descriptions

OCE 201 **3 credits**
Introduction to Oceanography
Introduction to major geological, chemical, physical, biological and ecological principles. Topics include origin of oceans, structure of earth, sea floor spreading, continental drift, salinity, currents, waves, tides, beaches, marine ecosystems, marine organisms and current environmental issues. Oceanographic cruise is a part of the course. Offered through School of Continuing Education. Does not satisfy General Education requirements.

Philosophy Course Descriptions

PHI 101 **3 credits**
The Quest for Wisdom
The course examines human beings as present to themselves, as having a narrative self-understanding and as being on a quest for meaning and orientation in life. Some of the topics are: the mystery of existence; thinking and prejudice; the good, conscience, and the power of choice; the state and the dignity of the person; the problem of materialism and scientism and the place of imagination in articulating life's meaning.

PHI 121 **3 credits**
Introduction to Philosophy
An introduction to some of the major issues involved in the philosophical quest for wisdom, designed to provide an insight into the various perspectives from which these problems have been approached historically.

PHI 125 **3 credits**
Philosophy of Personal Responsibility
Examines the theoretical foundations and practical implications of the philosophical position that human beings are responsible for their own lives.

PHI 223 **3 credits**
Logic
A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic.

PHI 224 **3 credits**
Ethics
Concerns the human quest for happiness and the attainment of ultimate ends. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

PHI 324 **3 credits**
Medical Ethics
Examines moral problems that arise in the practice of medicine. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

PHI 328 **3 credits**
Business Ethics
Prerequisites: ENG 122 and junior standing required
A study of general moral principles and their application to ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

PHI 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean
Designed for small groups of students to pursue in-depth a particular aspect of philosophy that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHI 332 **3 credits**
Philosophy of Human Being
A study of human being, with particular emphasis on concepts of the self and the problem of human freedom and determinism.

PHI 333 **3 credits**
Existentialism
An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger and Sartre.

PHI 334 **3 credits**
Philosophy of Science
A study of the problems of inductive reasoning, the status of observations, laws, theories, theoretical entities and scientific revolutions.

PHI 335 **3 credits**
Philosophy of Love
Examines philosophical commentaries on the traditional forms of love and their practical implications for the nature of human relationships.

PHI 336 **3 credits**
Philosophy of Atheism
A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer and others. Special attention will be given to the atheistic features present in numerous forms of belief in God.

PHI 345 **3 credits**
Contemporary Moral Issues
Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice and population control.

PHI 346 **3 credits**
Environmental Ethics
A study of the philosophical aspects of ethical issues involved in the relation of human beings to the environment including religious perspectives.

PHI 364/REL 364 **3 credits**
Studies in Jewish Thought
Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

PHI 366/REL 366 **3 credits**
Studies in Oriental Thought
Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

PHI 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director
A variable-content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHI 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean
Intensive individual study in a particular aspect of philosophy that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Physical Education Course Descriptions

PED 102 **2 credits**
Concepts of Wellness
Designed for students to develop an increased understanding and appreciation of the significance of physical fitness and wellness, to assess their present status and to formulate positive attitudes and actions toward maintaining and/or improving their current level of fitness and health.

PED 162 **1 credit**
Beginning Golf
This course is designed to give the beginning player the fundamentals to play the game of golf properly. The course involves classroom instruction in rule interpretation, course management, equipment selection, common beginner mistakes and golf etiquette. The practical part of the course will involve skill attainment in all the fundamentals of the golf swing.

PED 172 **1 credit**
Beginning Racquetball
This course is designed for the pupil to develop skills in racquetball, as well as insight into how it can be of value to the student in the future. The course will involve physical skills in racquetball as well as rules, regulations, team and individual competitions and written tests covering all of these components.

PED 176 **1 credit**
Beginning Tennis
This course is designed to acquaint the student with some of the educationally sound contributions that participation in tennis can give the individual. As an academic course, emphasis is placed on knowledge of the origin and evolution of tennis and the rules of the game, as well as the development of specific tennis skills.

PED 182 **1 credit**
Beginning Weight Training

This course is designed to allow the beginning students in weight training to construct their own weight-training program as a part of a total fitness program. The students will start their program at a safe and comfortable level and progress at an acceptable rate of improvement. The student will be exposed to all the proper techniques and safety factors involved in a weight-training program.

PED 220 **3 credits**
Motor Skill Development and Analysis
Prerequisites: BIO 225

A study of the growth and maturational processes that affect motor skill acquisition and performance throughout the life span. Theories regarding learned motor behavior and the control of movement, focusing on the role of perceptual, memory and motor functions in the acquisition and retention of skilled movement are examined. Students attain the knowledge necessary to undertake a systematic approach to the analysis of human motion. Offered fall semester.

PED 230 **3 credits**
Community First Aid and Safety

The goal of this course is to provide students with knowledge and skills necessary in an emergency to call for help, to help keep someone alive, to reduce pain and to minimize the consequences of injury or sudden illness until professional help arrives. Course includes adult, child and infant CPR and first aid. Satisfactory passing of Red Cross Certification standards is included in course requirements. Course fee may apply. Offered fall semester.

PED 306 **3 credits**
Instructional Design and Content of Racquet Sports/Track and Field
Prerequisite: Sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach racquet sports and activities. Emphasis is placed upon the development of competencies needed to develop a racquet sports curriculum, design and implement effective lessons and create an appropriate learning environment. Field work required. Offered spring semester of even years.

PED 307 **3 credits**
Instructional Design and Content of Swimming and Golf
Prerequisite: Sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach swimming and golf. Emphasis is placed upon the development of competencies needed to develop a lifetime sports curriculum, design and implement effective lessons and create an appropriate learning environment.

PED 308 **3 credits**
Instructional Design and Content of Personal Fitness/Weight Training
Prerequisite: Sophomore standing

This course is designed to prepare pre-professional physical educators to implement the Personal Fitness course that is Florida's physical education high school graduation requirement. The emphasis is on developing understanding of the content of the Personal Fitness course and competencies to assess fitness levels and design fitness programs for individuals. Field work required. Offered fall semester of odd years.

PED 309 **3 credits**
Instructional Design and Content of Team Sports and Activities
Prerequisite: Sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach team sports and activities. Emphasis is placed upon the development of competencies needed to develop a team sports curriculum, design and implement effective lessons and create an appropriate learning environment. Field work required. Offered spring semester of odd years.

PED 311 **3 credits**
Lifeguard Training
This course is designed to teach prospective lifeguards the skills and knowledge needed to prevent and respond to aquatic emergencies. Upon successful completion of this course, candidates will be awarded the American Red Cross Lifeguard Training certification.

PED 313 **3 credits**
Water Safety Instruction
This course is designed to train instructor candidates to teach American Red Cross Swimming and Water Safety courses. Practice teaching is an integral part of the course. Upon successful completion of this course, candidates will be awarded the American Red Cross W.S.I. certification. Lab fee may apply.

PED 320 **3 credits**
Theory and Practice of Coaching
Prerequisite: Sophomore standing
The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology and psychology serve as the research base. Offered spring semester of even years.

PED 322 **3 credits**
Coaching Football
Prerequisite: Sophomore standing
The principles and practices of coaching football, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required. Offered fall semester of even years.

PED 323 **3 credits**
Coaching Golf and Tennis
Prerequisite: Sophomore standing
The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels. Field work required. Offered fall semester of odd years.

PED 324 **3 credits**
Coaching Basketball
Prerequisite: Sophomore standing
The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required. Offered spring semester of even years.

PED 325 **3 credits**
Coaching Baseball
Prerequisite: Sophomore standing
The principles and practices of coaching baseball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required. Offered spring semester of odd years.

PED 329 **3 credits**
Directed Study or Research
Prerequisite: Permission of faculty member and school dean
Designed for small groups of students to pursue a particular aspect of physical education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PED 340 **3 credits**
Prevention and Treatment of Athletic Injuries
Prerequisite: Sophomore standing
The primary purpose of this course is to provide prospective teachers, coaches, and recreational leaders with an in-depth study of practices and techniques applicable to the prevention and treatment of athletic injuries and conditions that might occur in activities which they may have under their supervision. Course fee may apply. Offered fall semester of odd years.

PED 347 **3 credits**
First Aid and CPR Instructor
Prerequisite: PED 230 with current Red Cross certification

Designed to prepare the participants to teach and certify students for teaching the ARC "Standard First Aid and Personal Safety" and cardiopulmonary resuscitation courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. ARC certification available. Course fee may apply.

PED 350 **3 credits**
Adaptive Physical Education and Recreation
Prerequisite: Junior standing

A study of the principles and methods of adaptive physical education and recreation for persons with disabilities. Content of the course includes a diversified program of developmental activities, games and sports suited to the interest, capacities and limitations of students with disabilities who may not safely or successfully engage in unrestricted participation in vigorous activities and sports both in school and in out-of-school community programs. Offered fall semester.

PED 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean

A variable content course in physical education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PED 429 **1-3 credits**
Advanced Directed Study or Research
Prerequisite: Permission of faculty member and school dean

Intensive individual study in a particular aspect of physical education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

PED 443 **3 credits**
Organization and Administration of Physical Education
Prerequisites: EDU 380 and junior standing

Designed to cover the organization and administrative policies, standards and procedures involved in the physical education teaching profession and related fields. Emphasis on the education perspective and various administrative problems. Offered fall semester of odd years.

Physics Course Descriptions

PHY 221 **4 credits**
General Physics I
Prerequisite: MAT 161

A study of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat and wave motion. Three lectures and one three-hour laboratory per week. Offered fall semester. Course fee may apply.

PHY 222 **4 credits**
General Physics II
Prerequisite: PHY 221

This is a continuation of PHY 221 and includes electricity, magnetism, optics and modern physics. Three lectures and one three-hour laboratory per week. Offered spring semester. Course fee may apply.

PHY 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of physics that is not covered or is treated lightly in

regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

PHY 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member

A variable content course in physics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

PHY 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

Political Science Course Descriptions

POL 121 **3 credits**
Introduction to Politics

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders. Offered annually.

POL 122 **3 credits**
Current Issues in Politics

An inter-disciplinary survey of major current political, economic, social, legal, military, environmental and development issues in both America and the world during the last five years. The course is a debate-seminar based on a mix of introductory survey lectures and professor-guided discussions among students to develop informed opinions on hot topics. Offered annually.

POL 123 **3 credits**
Introduction to Law and the Legal System

This course is an introductory survey of the history, structures and processes of the American legal system. It is designed to be taken as a first University-level course in law, and should precede more specialized courses such as criminal, business or constitutional law. Covered are basic legal concepts such as due process, the structure of the U.S. court system and the major subdivisions of law such as civil procedure, criminal procedure or the law of torts. Understanding the role of law in society, the analysis of judicial reasoning and the application of legal concepts to factual situations are stressed. Offered annually.

POL 223 **3 credits**
American Federal Government

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected. Offered annually.

POL 224 **3 credits**
American State and Local Government

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today. Offered annually.

POL 311 **3 credits**
Political and Legal Theory I

A detailed treatment of selected works of classical political philosophy, including such

important authors as Plato, Aristotle, Cicero, St. Augustine and St. Thomas, with a special emphasis on topics pertaining to justice and natural law. Selections may vary. Offered in alternate years.

POL 312 **3 credits**
Political and Legal Theory II

A detailed treatment of selected works of modern political philosophy, including such important authors as Hobbes, Locke, Rousseau, Kant, Marx and Nietzsche. Works by contemporary authors on the philosophy of law will be compared and contrasted. Authors and themes may vary. Offered in alternate years.

POL 323 **3 credits**
Comparative Politics
Prerequisite: POL 121

A study of various political systems, particularly the Soviet Union, the United Kingdom, China and Germany, along with the problems associated with a comparative approach. Offered in alternate years.

POL 324 **3 credits**
The Politics of Developing Nations
Prerequisite: Junior standing

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period. Offered in alternate years.

POL 325 **3 credits**
Public Administration
Prerequisite: Junior standing

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations and public relations. Offered annually.

POL 326 **3 credits**
United States Constitutional Law I
Prerequisite: POL 223

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation and economic due process. Offered in alternate years.

POL 327 **3 credits**
United States Constitutional Law II
Prerequisite: POL 223

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech and freedom of religion. Offered in alternate years.

POL 328 **3 credits**
International Law and Organizations

A detailed survey with case studies of international law's role in world politics and legal controversies, statehood, diplomacy, treaties, sovereignty, sanctions, territorial changes, Law of the Seas, refugees, nationalizations, international organizations (United Nations, NATO, European Community), wars and space law. Offered in alternate years.

POL 329 **3 credits**
Directed Study or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue a particular aspect of political science that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

POL 330/HTY 330 **3 credits**
War and Peace
Prerequisite: Junior standing

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American

military history; however, Roman military strategy, warfare in the Middle Ages and the Napoleonic Wars are included. Offered in alternate years.

POL 333/HTY 333 **3 credits**
Palestine and Israel
Prerequisite: Junior standing

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects. Offered in alternate years.

POL 337/HTY 337 **3 credits**
The Legacies of the British Empire
Prerequisite: Junior standing

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan. Offered in alternate years.

POL 339/HTY 339 3 credits
Readings in Political Science
Prerequisite: Junior standing

Readings, group discussion and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics. Offered as needed.

POL 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

POL 423 **3 credits**
International Relations
Prerequisite: Junior standing

An analysis of the relations among subnational, national and supranational factors: foreign policy formation. Problems and developments of international politics and organizations. Offered in alternate years.

POL 424/ECO 424 **3 credits**
International Political Economy
Prerequisite: ECO 201

An exploration of the linkages between politics and economics in international affairs; emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U. S. economic foreign policy. Offered as needed.

POL 425 **3-6 credits**
Internship in Political Science
Prerequisite: Junior or senior standing, enrollment in the campus program

The internship in political science is intended to be offered to students who have no previous professional political work experience. It is a 150-300 hours unpaid, supervised internship, which may be taken only at specific, pre-approved provider sites and only upon approval of the host agent or agency. Interns may work for campaign organizations, at the local offices of state or national elected officials, with municipal, county or state agencies or with public interest organizations. Offered annually. This is a pass/fail course.

POL/HTY 426 **3 credits**
United States Diplomatic History
Prerequisites: HTY 121 and HTY 122

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy and the chief themes in U.S. diplomatic history, with emphasis on the 20th century. Offered in alternate years.

POL 427/HTY 427 **3 credits**
History of Ideas
Prerequisite: Junior standing and permission of faculty member

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance. Offered annually.

POL 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of political science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

POL 499 **3 credits**
Senior Seminar in Political Science
Prerequisite: Senior standing in political science

Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme. Offered annually.

Psychology Course Descriptions

PSY 121 **3 credits**
Introduction to Psychology

A survey of the major areas in psychology. Principal topics covered are: physiological bases of behavior, personality, mental disorders and treatment, social influences and other basic issues. The course introduces students to the broad spectrum of theories used in understanding human behavior. Offered annually.

PSY 228 **3 credits**
Social Psychology
Prerequisite: PSY 121

A study of the perceptions, attitudes, personality, motivations and behavior of the individual as a function of social situations. Emphasis on theory, research and application. Offered annually.

PSY 319 **3 credits**
Human Behavior in Stress and Crisis
Prerequisite: PSY 121 or SWK 121

A study of the nature of stress, its physical and psychological effects on individual and group behavior, individual and social approaches to managing stress, and an introduction to the theory and practice of crisis intervention. Offered fall semester.

PSY 321 **3 credits**
Psychological Tests and Measurements
Prerequisites: PSY 121 and SSC 223 or MAT 201

A study of basic principles underlying test construction as well as a review of the most common psychological tests used to assess ability, personality and occupational preference. Offered in alternate years.

PSY 322 **3 credits**
Physiological Psychology
Prerequisite: PSY 121

The structure and function of the central nervous system as related to emotion, motivation, learning and theory of brain functions. Offered in alternate years.

PSY 324 **3-4 credits**
Experimental Psychology
Prerequisites: PSY 121 and SSC 223 or MAT 201

The application of major scientific research methods and strategies to psychology. Offered for four credits when taken with a laboratory. Offered annually.

PSY 325 **3 credits**
Developmental Psychology
Prerequisite: PSY 121

A survey of the major areas in human development with an equal emphasis placed on child, adolescent and adult development. Examines developmental changes over the course of development and the processes underlying these changes. All major areas are reviewed including biological, cognitive, language, personality, emotional, moral, social and career development. Offered in alternate years.

PSY 327 **3 credits**
Abnormal Psychology
Prerequisite: PSY 121

This course offers a review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology and treatment. Emphasis is on the DSM classification. Offered annually.

PSY 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue a particular aspect of psychology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

PSY 330 **3 credits**
Forensic Psychology
Prerequisite: PSY 121

Forensic psychology is the application of the science and profession of psychology to questions and issues relating to law and the legal system. This course will introduce students to the specialty area of forensic psychology. Particular emphasis will be on the applied aspects of the field.

PSY 331 **3 credits**
Interviewing and Counseling Skills
Prerequisites: PSY 121 and junior standing

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings. Offered in alternate years.

PSY 335 **3 credits**
Psychology of Gender
Prerequisite: PSY 121

A seminar discussing psychological and other literature that attempts to explain the personality and behavior of both women and men from the perspective of gender. Equal attention is given to men's and women's issues. Topics covered include the social constructivism of gender, equity in the workplace, victimization, biological factors and gender differences in personality and development, interpersonal relationships, cultural influences on gendered behavior and childrearing practices.

PSY 336 **3 credits**
Military Psychology
Prerequisite: PSY 121

This course provides a survey of the major areas in military psychology. Principal topics covered are: leadership training, persuasion and propaganda, human factors engineering, selection, classification and assignment, optimizing human performance under adverse conditions, ethnic diversity and gender issues, clinical and consulting activities and careers in military psychology. The course introduces the student to the application of psychological principles, theories and methods to the military environment. Offered as needed.

PSY 337 **3 credits**
Human Sexuality
Prerequisite: PSY 121

This course provides a survey of the major areas of human sexuality. Principal topics covered are sexual and reproductive anatomy, the sexual response, sexually transmitted

diseases, pregnancy, birth control and childbirth, gender identity and gender roles, sexual development, sexual behaviors and attitudes, love and relationships, sexual dysfunctions, sexual disorders and sex therapy, sexual values, religion and sex and communicating about sex. Offered in alternate years.

PSY 338 **3 credits**
Industrial and Organizational Psychology
Prerequisite: PSY 121

This course examines both sides of industrial and organizational psychology to include an overview of: legal issues in employee selection, job analysis, research design, selection tools, performance evaluation, designing and evaluating training, employee motivation and satisfaction as well as leadership and other organizational development issues.

PSY 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in psychology that is designed for a specific class level: freshman (100) through senior (400). This course may explore such topics as specific counseling theories, the aging process or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

PSY 412 **3 credits**
Cognitive Psychology
Prerequisite: PSY 324

An examination of higher level thought processes including such topics as attention and perception, memory, language, reasoning, concept formation and problem solving. Theories of cognitive functions are examined with an emphasis on research findings and methodologies. Offered in alternate years.

PSY 422 **3 credits**
Psychology of Learning
Prerequisite: PSY 324

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning and memory. Offered in alternate years.

PSY 423 **3 credits**
Educational Psychology
Prerequisite: PSY 121

Understanding of the applications of psychological principles to the educational process. Offered as needed.

PSY 425 **6-12 credits**
Internship in Psychology
Prerequisites: Senior standing in psychology, a minimum GPA in the major of 2.5; PSY 331, PSY 327, PSY 427 and approval of the Psychology Internship Committee.
Corequisite: PSY 426

Supervised internship placement giving students the opportunity to work in local agencies with individuals and groups for 16 hours (6 credits) or 32 hours (12 credits) per week for 12 weeks. Placements are available in mental health facilities, schools, rehabilitation centers, hospitals and other human service agencies. Grading is pass/fail. Offered annually.

PSY 426 **3 credits**
Internship Seminar
Corequisite: PSY 425

Assists students in integrating and strengthening their various field experiences. Examines the application of psychological ideas and concepts to clinical practice through discussion, written assignments, readings and case presentations. Assists students in identifying, clarifying and developing specific professional goals. Offered annually.

PSY 427 **3 credits**
Personality Theory
Prerequisites: PSY 121 and junior standing
A review of the major historical and contemporary personality theories that attempt to explain and describe human behavior. Offered annually.

PSY 428/SWK 428 **3 credits**
Counseling Principles and Practices
Prerequisites: PSY 327, PSY 427 and PSY 331 or SWK 331
A study of counseling psychology from a theoretical and applied perspective. Topics include individual versus group counseling, counseling special populations and counseling in various settings. Topics will be presented in both a didactic and experiential format. In addition, legal and ethical issues will also be addressed. Offered in alternate years.

PSY 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean
Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered annually.

PSY 431 **3 credits**
Childhood Disorders
Prerequisite: PSY 327
The study of the causes, symptoms and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework. Offered in alternate years.

PSY 432 **3 credits**
Psychology of Motivation
Prerequisites: PSY 324
A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental and/or learning point of view. Offered as needed.

PSY 433 **3 credits**
Sensation and Perception
Prerequisite: PSY 121
A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development and altered states of consciousness. Offered in alternate years.

PSY 434 **3 credits**
History and Systems of Psychology
Prerequisite: PSY 121
A review of the evolution of the history and major systems of psychology including structuralism, functionalism, behaviorism, Gestalt psychology, psychoanalysis and the humanistic and cognitive movements.

PSY 435 **3 credits**
Practicum in Psychology
Prerequisite: PSY 331, PSY 327, PSY 427, senior standing, minimum GPA in the major of 2.5, APA student affiliate membership and approval of the Psychology Internship/Practicum Committee
This course is designed to give students the opportunity to gain practicum experience in psychology. The course combines seminar experience and is less intensive than PSY 426, Internship Seminar.

PSY 496 **0 credits**
Comprehensive Psychology Examination
Corequisite: PSY 499
Final comprehensive written examination for students majoring in psychology. Examina-

tion is administered in the PSY 499 Senior Seminar in Psychology course. Test fee. Offered annually.

PSY 499 **3 credits**
Senior Seminar in Psychology
Prerequisite: Senior standing in psychology with a minimum of six psychology courses including PSY 324
Corequisite: PSY 496

Designed as the capstone course in psychology. Students complete a research project in psychology, including writing up the project and presenting their work as a poster session. Students are also asked to review an area of psychology and present to the class in preparation for the PACAT. Topic discussions also cover current issues in the field. Offered annually.

Religion Course Descriptions

REL 110 **3 credits**
Catholicism

An introduction to basic Catholic beliefs and values and a study of the various ways Catholics have responded to challenges to religious faith posed by contemporary cultural developments. Offered annually.

REL 124 **3 credits**
Introduction to the Old Testament

A basic introduction to the literature and theology of the Jewish Scriptures. Offered annually.

REL 131 **3 credits**
Introduction to Religion

An introduction to the principal issues involved in understanding the nature of religion and evaluating its relevance in today's world. Offered annually.

REL 141 **3 credits**
Introduction to Judaism

A study of Jewish theology, worship and history, including the impact of the state of Israel and the Holocaust on Jewish faith. Offered annually.

REL 201 **3 credits**
Introduction to the New Testament

A basic introduction to the literature and theology of the New Testament, including exposure to critical methods such as form and redaction criticisms. Offered annually.

REL 220 **3 credits**
Christian Morality

Christian morality is concerned with the ethical principles grounding Catholic morality and charged with envisioning an "ethics of being" in the Christian context. The course examines the theoretical foundations of morality (ethics), the practical level of human conduct, rule-keeping, virtues and attitudes. Offered every semester.

REL 222 **3 credits**
The Second Vatican Council and Beyond

A study of the documents of the Second Vatican Council and more recent developments in the life of the Catholic Church. Offered as needed.

REL 223 **3 credits**
Religions of the World I: Western Religions

A study of Western religions, including religions of non-literate societies and ancient religions, Judaism, Christianity and Islam. Offered annually.

REL 224 **3 credits**
Religions of the World II: Eastern Religions

A study of Eastern religions, including Hinduism, Buddhism, Confucianism, Taoism and the religions of Japan. Offered annually.

REL 320 **3 credits**
Foundations of Christian Faith
A study of the foundations of Christian faith, rooted in human nature, the cosmos, Christian revelation and Jesus. Offered in alternate years.

REL 325 **3 credits**
The Gospels of Matthew, Mark and Luke
A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus and their theological significance. Offered through the School of Continuing Education.

REL 326 **3 credits**
The Gospel of John and Related Writings
John's gospel and epistles studied in detail, with particular emphasis on the theological content. Offered through the School of Continuing Education.

REL 327 **3 credits**
The Life and Writings of Paul
The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church and early Christian worship. Offered in alternate years.

REL 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean
Designed for small groups of students to pursue in-depth a particular aspect of theology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

REL 331 **3 credits**
Religion and Personal Experience
A study of the place of personal experience in the discovery of religious meaning. May use autobiographical accounts and investigate methods of enhancing consciousness and nurturing spiritual growth. Offered annually.

REL 333 **3 credits**
Survey of Christian Theology I
Christian theology from the time of Jesus to the Reformation. Offered in alternate years.

REL 334 **3 credits**
Survey of Christian Theology II
Christian theology from the Reformation to the present. Offered in alternate years.

REL 335 **3 credits**
The Torah
Source, form and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life. Offered through the School of Continuing Education.

REL 336 **3 credits**
Historical Books
A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra (Tobit and Judith optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives. Offered through the School of Continuing Education.

REL 337 **3 credits**
Prophetic Writings
A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel. Offered through the School of Continuing Education.

REL 338 **3 credits**
Poetry and Wisdom Literature
Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences and institutional settings that created these writings. Offered through the School of Continuing Education.

REL 345 **3 credits**
Christian Social Ethics
An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace and justice. Offered through the School of Continuing Education.

REL 351 **3 credits**
Theological Aspects of Marriage
A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values. Offered through the School of Continuing Education.

REL 357 **3 credits**
Women in the Church
A study of the contributions of women to Christian life from the time of Christian origins to the present and an analysis of the current situation and problems of women in the Church. Offered as needed.

REL 364/PHI 364 **3 credits**
Studies in Jewish Thought
Selected topics in Jewish thought, with emphasis on problems, thinkers and movements. Offered through the School of Continuing Education.

REL 366/PHI 366 **3 credits**
Studies in Oriental Thought
Selected topics in Oriental thought, with emphasis on problems, thinkers and movements. Offered through the School of Continuing Education.

REL 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director
A variable content course in religion that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

REL 401 **3 credits**
The Catholic Tradition
Prerequisite: PHI 101 The Quest for Wisdom
An investigation of the Catholic tradition in critical dialogue with contemporary culture with a view to understanding how a Catholic modernity can be an authentic and inspiring alternative to secularism, materialism and the technological world view. Offered annually.

REL 424 **3 credits**
Death and the Meaning of Life
People's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered. Offered annually.

REL 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean
Intensive individual study in a particular aspect of theology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

REL 431 **3 credits**
Liturgy
A study of Christian worship and sacramental theology. Offered as needed.

REL 432 **3 credits**
Christian Spirituality
Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction. Offered as needed.

REL 496 **0 credits**
Comprehensive Religion Examination
Prerequisite: REL 401

Final comprehensive written examination for students majoring in religion. Examination is administered in the REL 401 The Catholic Tradition course. Test fee. Offered annually.

Science Course Descriptions

SCI 101 **3 credits**
Integrated Physical Science

This is the first of two science courses required of all non-science majors. This course is designed to introduce students to the concepts and practical applications of the physical sciences so that the student will become an informed citizen in an increasingly science and technology based society. Specific themes focused on will include the scientific method, history of science, thermodynamics, electricity, waves, atomic structure, nuclear energy, relativity and the formation of the earth and universe. There will be several demonstrations and/or student experiments during the semester. Ethical and moral considerations will be discussed where appropriate. This course requires substantial writing and reading.

SCI 102 **3 credits**
Integrated Life Science
Prerequisites: SCI 101 Recommended

This course is designed to introduce non-science majors to the concepts and practical applications of the life sciences so that students will be informed citizens in an increasingly science and technology based society. Specific themes focused on will include cell structure and function, cell reproduction, DNA, genetic engineering, evolution, the origins of life and the environment. Ethical and moral considerations will be discussed where appropriate. There will be several demonstrations and/or student experiments during the semester. This is the second of two integrated science courses required of all non-science majors. This course requires substantial writing and reading.

SCI 103 **1 credit**
Human Physiology and Reproduction
Prerequisites: SCI 101 Integrated Physical Science is recommended. It is also suggested that this course be taken concurrently with SCI 102.

This course is designed for non-science majors who wish to further their investigation into the life sciences. Saint Leo University stresses student development in mind, body, and spirit. This course will encourage students to gain more understanding and a better appreciation of their own bodies. This is a continuation of the Integrated Life Science course and is a requirement for all education majors.

Social Science Course Descriptions

SSC 101 **3 credits**
The Human Behavior Perspective

An interdisciplinary course designed to provide students with the opportunity to consider the many ways in which human beings function as individuals, as members of larger groups and demographic segments, and as members of a particular culture. This course explores the disciplines of sociology, psychology and anthropology within the framework of the scientific method, social constructivism, ethics and values. Value systems, including the core values of Saint Leo University, and the ways in which they affect social structure are also explored.

SSC 102 **3 credits**
The Global Perspective

A survey of various global issues arising in the world since World War II. The course combines the disciplines of history, political science, and economics. Emphasis will be placed on the interaction of the superpowers during the Cold War, the post-colonial emergence of the Third World, the ascendancy of regional and international economic and

political institutions, the ambiguous blessing of technological innovation and the reshaping of contemporary Europe.

SSC 222/SOC 222 **3 credits**
Social Problems

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions. Offered spring semester.

SSC/SOC 223 **3 credits**
Statistics for the Social Sciences
Prerequisites: One course in mathematics (MAT 128 or above)

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

SSC/SOC/SWK 320 **3 credits**
Methods of Social Research
Prerequisite: SOC/SSC 223 or MAT 201

A detailed examination of the techniques and methods of social research as they relate to sociological theory construction, and to social work practice. The following themes are covered: hypothesis construction; formulating a research design; measurement; data collection methods; elementary and social statistical data analysis and the ethics, politics and uses of social research. Offered fall semester.

SSC/HTY 322 **3 credits**
Race and Ethnicity in American Culture
Prerequisite: SOC 121

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as African-Americans, Mexican-Americans, Puerto Ricans, Orientals and Native American. Offered fall semester.

SSC/SOC 324 **3 credits**
Marriage and the Family

An interdisciplinary, historical and cross-cultural study of marriage and the family with major emphasis given to an examination of public policy issues regarding American family life. Offered spring semester.

SSC/SOC 327 **3 credits**
Applied Anthropology

An introduction to cultural anthropology and an application of anthropological principles, data and concepts, combined with the cross-cultural perspective, to a disciplined examination of other cultures and American culture and its social problems. The course emphasizes that knowledge gained from an understanding of other cultures can contribute to the solution of those societal problems. Also, emphasis is placed on learning to appreciate cultural diversity. Offered spring semester in odd years.

SSC/SOC 328 **3 credits**
Drugs, Society and Human Behavior
Prerequisites: BIO 121 or PSY 121

An interdisciplinary examination of the nature of commonly used psychoactive substances with the human nervous system. Included are the history and patterns of their use, as well as the medical, legal, psychological and sociological consequences of their abuse. Current practices and strategies for drug education and treatment are covered. Offered spring semester.

SSC/SOC 331 **3 credits**
Social Change
Prerequisite: SOC 121

An examination of the forces of social change, issues of social policy, and the dynamic manner in which they interact and influence each other. Special emphasis is placed on

helping students understand how they can become agents of change. Offered fall semester in even years.

SSC/SOC 332 **3 credits**
Social Interaction in Everyday Life

An examination of how individuals interact in interpersonal, work and family situations. Furthermore, an examination of the effects of culture and social structure upon the behavior, thoughts and identities of individuals, including a consideration of how the individual exists in society and how society exists in the individual. Offered fall semester in odd years.

SSC/HTY 335 **3 credits**
Women in American Society

A comprehensive examination of the socio-historical position of women and of the changing roles of men and women in American society. Major emphasis is placed on socialization of women; cross-cultural comparison of women; women in United States socio-history; women in contemporary United States: women of color, women and the economy, family life and motherhood and women and the law. Offered spring semester in even years.

SSC/SWK 337 **3 credits**
Social Work Issues of Gender and Cultural Diversity

Prerequisite: Junior standing

This course is designed to provide knowledge and skills for working with diverse populations focusing on economically disadvantaged and oppressed people, including ethnic minorities of color, women, people with disabilities, gay and lesbian people and poor people. Students participate in community service for 20 hours to better understand the nature of diversity in society and learn the importance of providing service to the community. Offered annually.

SSC 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of faculty member and school dean/center director

A variable content course in social science that is designed for a specific class level: freshman (100) through senior (400). Topic to be covered is announced in advance of registration. Offered as needed.

Social Work Course Descriptions

SWK 121 **3 credits**
Introduction to Social Work

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to career opportunities within the field of social welfare. Offered annually.

SWK 315 **3 credits**
Human Behavior in the Social Environment I

This is the first of two required courses in human behavior in the social environment and is designed to prepare you to understand human development across the life cycle, focusing on the interactions between and among systems (cultural, biological, social, psychological and ethnic life styles) that impact human development. Offered fall semester.

SWK 317 **3 credits**
Human Behavior in the Social Environment II

A study of the theories and knowledge about the range of social systems in which individuals live; how human behavior affects and is affected by these systems; how these systems promote or deter human health and well-being; and introduction to theory evaluation and application to client situations. Offered spring semester.

SWK 320/SSC 320/SOC 320 **3 credits**
Methods of Social Research
Prerequisite: SOC/SSC 223 or MAT 201

A detailed examination of the techniques and methods of social research as they relate to sociological theory construction and to social work practice. The following themes are covered: hypothesis construction; formulating a research design; measurement; data collection methods; elementary and social statistical data analysis; and the ethics, politics and uses of social research. Offered fall semester.

SWK 328 **3 credits**
Social Welfare Policy
Prerequisite: Junior standing

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples. Offered fall semester.

SWK 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of social work that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

SWK 331 **3 credits**
Methods of Social Work Practice I
Prerequisites: SWK 121 and junior standing

The course orients the student to the profession and introduces the student to generalist social work practice. Emphasis is placed on basic communication skills, the problem solving method and practice with individuals. Ethical decision making and issues of diversity in social work practice are included. Offered fall semester.

SWK 332 **3 credits**
Pre-Internship
Prerequisites: SWK 121 and junior standing in social work
Corequisite: SWK 333

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar one and one-half hours per week. Offered spring semester.

SWK 333 **3 credits**
Methods of Social Work Practice II
Prerequisites: SWK 331 and junior standing in social work
Corequisite: SWK 332

This courses builds on SWK 331 Methods of Social Work Practice I and emphasizes the problem solving method of practice with small groups and families. It includes the relationship between micro and mezzo skills and continues an emphasis on ethical decision making and issues of diversity in social work practice. Offered spring semester.

SWK/SSC 337 **3 credits**
Social Work Issues of Gender and Cultural Diversity
Prerequisite: Junior standing

This course is designed to provide knowledge and skills for working with diverse populations focusing on economically disadvantaged and oppressed people, including ethnic minorities of color, women, people with disabilities, gay and lesbian people and poor people. Students participate in community service for 20 hours to better understand the nature of diversity in society and learn the importance of providing service to the community. Offered annually.

SWK 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean

A variable content course in social work that is designed for a specific class level:

freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded or the handicapped; school related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration. Offered as needed.

SWK 421 **3 credits**
Methods of Social Work Practice III
Prerequisites: SWK 333 and senior standing in social work

This course builds on SWK 331 and SWK 333 Methods of Social Work Practice I and II and emphasizes social work practice with large groups. It includes the relationship between micro, mezzo and macro skills and continues the emphasis on ethical decision making and issues of diversity in social work practice. Offered fall semester.

SWK 425 **4-12 credits**
Field Placement in Social Work
Prerequisites: SWK 428 and approval by the Social Work Field Placement Committee

Supervised field placement giving students an opportunity to apply theory to practice working with individuals, families, groups and communities for a minimum of 400 hours. Placements are available in such settings as hospitals, mental health clinics, schools, nursing homes and social welfare and juvenile facilities. May be repeated for credit up to a total of 12 credits. Course fee may apply. Offered spring semester. This is a pass/fail course.

SWK 426 **3 credits**
Senior Seminar in Social Work
Corequisite: SWK 425. For students completing SWK 425 over three semesters, the senior seminar is taken during the student's final semester of SWK 425.

This capstone course meets once a week for three hours. Through integrative assignments and seminar presentations, the student demonstrates ability to integrate theory with social work practice. Offered spring semester.

SWK 428/PSY 428 **3 credits**
Counseling Principles and Practices
Prerequisites: PSY 327, 427 and PSY 331 or SWK 331

An examination of theory and practice in counseling. Professional and ethical issues are considered. Offered alternate years.

SWK 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of social work that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

Sociology Course Descriptions

SOC 121 **3 credits**
Introduction to Sociology

A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction and the structure and organization of social groups. Offered fall semester.

SOC 222/SSC 222 **3 credits**
Social Problems

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions. Offered spring semester.

SOC 223/SSC 223 **3 credits**
Statistics for the Social Sciences
Prerequisites: One course in mathematics (MAT 128 or above)

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

SOC/SSC/SWK 320 **3 credits**
Methods of Social Research
Prerequisite: SOC/SSC 223 or MAT 201

A detailed examination of the techniques and methods of social research as they relate to sociological theory construction, and to social work practice. The following themes are covered: hypothesis construction; formulating a research design; measurement; data collection methods; elementary and social statistical data analysis; and the ethics, politics and uses of social research. Offered fall semester.

SOC 323 **3 credits**
Sociological Theory
Prerequisite: SOC 121

This course is designed to provide an analysis of the fundamental principles and concepts underlying social theory. Attention will be given to an evaluation of major sociological theories, both classical and contemporary. It is also designed to provide students an arena in which to learn and practice the skills of theoretical critique, construction, and how theory can be useful in application and intervention. Offered fall semester in odd years.

SOC/SSC 324 **3 credits**
Marriage and the Family

An interdisciplinary, historical, and cross-cultural study of marriage and the family with major emphasis given to an examination of public policy issues regarding American family life. Offered spring semester.

SOC/SSC 327 **3 credits**
Applied Anthropology

An introduction to cultural anthropology and an application of anthropological principles, data and concepts, combined with the cross-cultural perspective, to a disciplined examination of other cultures and American culture and its social problems. The course emphasizes that knowledge gained from an understanding of other cultures can contribute to the solution of those societal problems. Also, emphasis is placed on learning to appreciate cultural diversity. Offered spring semester in odd years.

SOC/SSC 328 **3 credits**
Drugs, Society and Human Behavior
Prerequisites: BIO 121 or PSY 121

An interdisciplinary approach will be taken in analyzing the biological, psychological and social forces that influence the use of psychoactive substances (both legal and illegal), as well as in studying the effects that use of these substances have on human nervous systems, behaviors and society. Offered spring semester

SOC 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours. Offered as needed.

SOC/SSC 331 **3 credits**
Social Change
Prerequisite: SOC 121

An examination of the forces of social change, issues of social policy and the dynamic manner in which they interact and influence each other. Special emphasis is placed on

helping students understand how they can become agents of change. Offered fall semester in even years.

SOC/SSC 332 **3 credits**
Social Interaction in Everyday Life

An examination of how individuals interact in interpersonal, work and family situations. Furthermore, an examination of the effects of culture and social structure upon the behavior, thoughts and identities of individuals, including a consideration of how the individual exists in society and how society exists in the individual. Offered fall semester of odd years.

SOC 343 **3 credits**
Social Stratification

This course is designed to provide an examination of the nature, degree and consequences of social inequality in United States society. Various theoretical approaches will be used to promote understanding of these phenomena. Emphasis will be placed on understanding the inequalities associated with race, gender and ethnicity and their interconnectedness to economic and social stratification.

SOC 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean/center director

A variable content course in sociology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the American Indian or other special topics. Topic to be covered is announced in advance of registration. Offered as needed.

SOC 425 **3 credits**
Field Placement in Sociology
Prerequisite: Senior standing

This course is designed to allow students supervised practical experience in a local agency, organization, institution or business for a minimum of six hours per week. It includes an integrative seminar 1 hour per week. This is a pass/fail course.

SOC 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member. Offered as needed.

SOC 496 **0 credit**
Comprehensive Sociology Examination
Corequisite: SOC 499

Final comprehensive written examination for students majoring in sociology. Examination is administered in the SOC 499 Senior Seminar in Sociology course. Test fee. Offered annually.

SOC 499 **3 credits**
Senior Seminar in Sociology
Prerequisites: Senior standing required.

Designed as a capstone course in Sociology, students will conduct directed research, develop and present in oral and written form a senior thesis on a specified social problem or issue.

Spanish Course Descriptions

SPA 111 **3 credits**
Beginning Spanish I (Spanish Level I-A)
Prerequisite: None

An introduction to the fundamentals of pronunciation, conversation, grammar and written communication through the acquisition of basic Spanish vocabulary. Intended for students with little or no experience in Spanish. Following completion of this course, students will be able to maintain a simple conversation in Spanish involving greetings and

fundamental vocabulary, read simple connected material and write adequately to meet limited practical needs.

SPA 112 **3 credits**
Beginning Spanish II (Spanish Level I-B)
Prerequisite: SPA 111 or the equivalent of one year of high school Spanish
Continuation of SPA 111.

SPA 211 **3 credits**
Intermediate Spanish I (Spanish Level II-A)
Prerequisite: SPA 112 or permission of the instructor
A continuation of the study of the Spanish language and its culture. Emphasis is on acquisition of intermediate-level grammar and enhancement of skills in oral communication, listening and reading comprehension and writing. Following completion of this course, students will be able to participate effectively in formal and informal Spanish conversations, read and comprehend Spanish at a normal pace and write effectively in normal exchanges on practical, social and professional topics.

SPA 212 **3 credits**
Intermediate Spanish II (Spanish Level II-B)
Prerequisite: SPA 211 or permission of the instructor
Continuation of SPA 211 with a special emphasis on the needs of the business community for Spanish.

SPA 215 **3 credits**
Business Spanish
Prerequisite: SPA 211 or permission of the instructor
Continuation of SPA 211 with a special emphasis on the needs of the business community for Spanish.

SPA 216 **3 credits**
Health and Medical Spanish
Prerequisite: SPA 211 or permission of the instructor
Continuation of SPA 211 with a special emphasis on the needs of the health and medical communities for Spanish.

SPA 217 **3 credits**
Law Enforcement Spanish
Prerequisite: SPA 211 or permission of the instructor
Continuation of SPA 211 with a special emphasis on the needs of the law enforcement community.

SPA 311 **3 credits**
Advanced Spanish I (Spanish Level III-A)
Prerequisite: SPA 212 or near native fluency
Composition and advanced conversation to increase fluency in reading, writing and speaking Spanish. A non-technical course.

SPA 312 **3 credits**
Advanced Spanish II (Spanish Level III-B)
Prerequisite: SPA 311 or near native fluency
Continuation of SPA 311 with an added emphasis on advanced Spanish literature and culture. Class exercises will include readings and discussions in Spanish of some of the outstanding works of prose and poetry in Spanish literature.

SPA 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: SPA 312 or permission of the instructor
Selected works in Spanish literature combining library and videocassette studies and additional readings in Spanish.

SPA 411 **3 credits**
Advanced Spanish Grammar
Prerequisite: SPA 312 or permission of the instructor
A critical review of the latest grammar proposed by the Royal Spanish Academy.

SPA 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: SPA 312 or permission of the instructor

Selected works from the Americas combining library and videocassette studies and additional readings in Spanish. May be repeated for credit.

Speech Course Descriptions

SPH 221 **3 credits**
Fundamentals of Speech

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

SPH 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and school dean

Designed for small groups of students to pursue in-depth a particular aspect of speech that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SPH 331 **3 credits**
Discussion and Debate

The study and application of reasoning and evidence as used in public deliberation.

SPH 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and school dean

A variable content course in speech that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

SPH 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and school dean

Intensive individual study in a particular aspect of speech that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Sport Management Course Descriptions

SPM 114 **3 credits**
Introduction to Sport Management

An examination of sport management in which physical activity is a form of expression. Historical background, philosophical assumptions, basic subject matter and career trends and issues are explored.

SPM 214 **3 credits**
Practicum in Sport Management
Prerequisite: SPM 114 and sophomore standing required

The practicum course provides actual experience in as many areas of sport management as possible. The areas include youth, amateur and professional sport organizations; recreation, college and university sports; and sport-related goods and services. Within these broad categories numerous types of professions such as broadcasting, marketing, fund raising, development, organization, supervision, human resources and finance are studied. This is a pass/fail course.

SPM 220 **3 credits**
Legal Environment of Sport Management

An introduction to the basic principles of law relevant to sport. Legal aspects of athletes, associations and the management of sports activities are analyzed. The legal environment of both amateur and professional sport situations are reviewed.

SPM 301 **3 credits**
Sport Marketing and Promotion

An introduction to the marketing of sport as a product and the promotion of sports activities. Topics include the definition of the market, consumer analysis, market segmentation, product licensing, product positioning, pricing, promotion, marketing communication, distribution and sponsorship as they apply to sports.

SPM 321 **3 credits**
Sociology of Sport
Prerequisites: SPM 114 and junior standing required

A study of sport as social phenomena. Discussion of issues in sports and sport-related behaviors as they occur in social and cultural contexts.

SPM 334 **3 credits**
Sport Facility and Event Management
Prerequisites: SPM 114 and junior standing required

An understanding of the role of the sport facility in society is stressed. Topics included are building a facility, feasibility studies, financing a facility, furnishing of a facility, types of facilities, producing events, day-to-day operations and the career paths to become a successful facility manager.

SPM 100-400 **1-3 credits**
Special Topics
Prerequisites: Permission of the department chair and dean is required

A variable content course in sport management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Offered as needed.

SPM 401 **3 credits**
Sport Administration
Prerequisite: SPM 114 and senior standing required

A study of the administrative policies, legal aspects and governance standards involved in managing sport enterprises.

SPM 405 **3 credits**
Seminar in Sport Management
Prerequisites: SPM 114, SPM 401 and senior standing required

This course provides the student with knowledge of fund raising, legal concerns, public relations and facilities development. Current athletic management situations and problems are discussed.

SPM 414 **6-12 credits**
Internship in Sport Management

This internship involves actual full-time (40 hours per week) work in a sport management setting subsequent to the junior year in which management practices are applied. Directed and evaluated by a qualified faculty member with appropriate supervision by an on-site professional. This is a pass/fail course.

SPM 498 **3 credits**
Sport Management Policy and Planning
Prerequisites: SPM 301, SPM 321, SPM 334, SPM 401, SPM 405 and senior standing required

This is a capstone course that deals with current problems and issues in sport management. An emphasis is placed on administrative and philosophical concerns in the sports industry.

University Studies Course Descriptions

UNV 101 **2 credits**
Introduction to the World of Thought

The freshman seminar is designed to indoctrinate the first-year student into the academic culture. Each year a faculty team selects a central text which will become the basis for evolving, student-centered discussions throughout the semester. All sections of the seminar will share the same topical focus, fostering a community of learning both in and out of the classroom. Students are encouraged to share their insights with their peers in other sections as discussions will inevitably vary from class to class.

UNV 102 **2 credits**
Introduction to the World of University Life

This two-credit course is an important step in your growth and learning. The course provides a framework of effective academic and personal strategies to help you succeed in and out of the classroom. The student also becomes an active member of a support group by examining problems and issues common to the freshman experience.

UNV 115 **1 credit**
Student Development Issues
Prerequisite: Permission of faculty member

The purpose of this course is to help students develop skills that relate to their personal development, interaction with individuals and groups, community development and leadership issues. This course is primarily designed for students interested in, or currently employed as a resident assistant. It will focus on the development of the interpersonal and helping skills useful to any student.

UNV 296 **0 credits**

Associate of Arts Degree in Liberal Arts Area Concentration Achievement Test. Final comprehensive written examination for students completing the associates degree in liberal arts. Test fee. Offered each term. Notification of date, time and place of examination made by specific campus center.

UNV 495 **6-12 credits**
Internship
Prerequisite: Junior-senior standing

Internships represent a learning strategy that integrates practical work experience with a directed, reflective, academic component to help you develop personal, professional and academic competencies. The student will be using the workplace as a starting point for study; however, the student will need to go beyond the common experiences of an employee. Study, reasoning, reflection, theoretical and/or conceptual exploration supplement your work experience to help you develop new skills and knowledge.

As part of our mission as a university committed to serving community and student needs, Saint Leo University offers three master's degree programs and a post-baccalaureate middle/secondary teacher preparation program.

Academic Policies

Academic Term

Master of Business Administration: Three semesters are offered each year for the weekend and accelerated MBA programs and six 8-week terms per year are offered for the online MBA. For part-time students enrolled in the two-year program, classes are held every other weekend on Saturday morning and afternoon, or Sunday morning and afternoon. Eight class meetings of four hours each are scheduled. All courses require a pre-assignment which must be completed before the first scheduled class period.

Classes for the accelerated one-year program usually meet Monday through Friday. All students are expected to make arrangements to attend other program activities such as seminars and guest speakers. These activities are scheduled at times other than regularly scheduled classes.

Master of Business Administration Online: Students are limited to two classes per term. Following a two per term pattern, the students can complete the program in one year or six terms. The course sequencing is flexible allowing the student to take up to two courses per term. A student may take only one per term or even sit out a term, depending on personal/professional goals and objectives. Students should consult with an academic advisor to select the course pattern that best meets their professional goals and their work and family obligations. Students must complete the program within seven years of their initial enrollment.

Graduate Studies in Education Three semesters are offered each year. Fall and spring classes usually meet on Saturdays or Monday-Thursday evenings. A special summer term may offer concentrated five week courses in May and June or June and July. Summer classes will meet Monday and Wednesday or Tuesday and Thursday for four hours each session. Saturday classes during the summer semester are scheduled.

Students are expected to make arrangements to attend other activities, such as seminars or presentations by guest speakers, which may be scheduled at times other than regularly scheduled classes, and to arrange informal study sessions with others in their classes.

Registration

Students register for courses during the registration period before the beginning of each semester or term. Registration may be completed in person, by mail, by facsimile or online. Registration should be completed 15 days prior to the first class meeting.

The Saint Leo University weekend and accelerated MBA programs are based on a cohort model of student matriculation. These MBA programs follow a planned course sequence. The course schedule is predetermined to assist students in building increasing levels of proficiency. Students entering the programs are expected to follow the specific course sequence laid out by the faculty. Student petitions to be exempt from the required sequence are considered on a case-by-case basis.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the University catalog or other relevant University documents.

Pre-assignments

Most graduate courses have a pre-assignment which must be completed before the first class session. Weekend and Accelerated students are encouraged to complete their textbook order form included with their registration materials. Payment to the Campus

Store may be made by check, money order, Visa, MasterCard, Discover or American Express. Items will be shipped via United Parcel Service for a shipping charge of approximately $5.00 per order. Students may order textbooks by phone if they wish to pay with a credit card by calling the Campus Store at (800) 442-8398 or (352) 588-8415. Students may also purchase their textbooks in person at the Campus Store. In addition, you can purchase textbooks from MBS on the Internet at http://direct.msbooks.com/saintleo.htm or by calling 800-325-3252 using a credit card or telecheck.

MBA Online students need to order their textbooks online at: http://saintleod1.eduprise.com/webct/public/home.pl

Course Substitution

Course substitutions or any other deviation from the stated requirements of a degree offered at Saint Leo University must have the written approval of the appropriate graduate director.

Saint Leo University does not normally grant experiential credit, nor does it sponsor an experiential learning assessment system.

Course Load

Master of Business Administration

For the Two-year Weekend MBA Program: The semester course load that a student may take and still be considered full-time is six credit hours (two courses). A student may take three credit hours as a part-time student. Six credit hours per semester are generally the maximum course load allowed. Directed studies are generally not permitted. No independent study, cooperative training or practical training courses are offered as part of the two-year weekend MBA program.

For the Accelerated One-year MBA Program: The course load that a student may take and still be considered full time is twelve credit hours. Fifteen credit hours per semester is generally the maximum course load allowed. Directed studies are generally not permitted.

For the Online MBA: The course load that a student may take and still be considered full time is six semester credit hours per term.

For the Accelerated Five-year BA/MBA: Undergraduate students interested in pursuing an MBA degree may choose to enroll in the Saint Leo University accelerated five-year BA/MBA program. This accelerated or online MBA degree is available for students with any academic major. To qualify for the accelerated BA/MBA degree, a student must have:

1. Earned a 3.2 undergraduate GPA.
2. Academic advisors may wish to encourage students to take the following courses as electives if they are not business majors: ACC 201, ACC 202, MGT 301, MKT 301 and GBA 334. All business majors will have had these courses.
3. Received recommendations from two faculty members.

Graduate Studies in Education

The course load that a student may take and still be considered full time is six credits. A student may take three credits as a part-time student. Six credits in the fall and spring semesters and nine credits in the summer semester is generally the maximum course load allowed. Exemptions to the course load policy may be granted. Application is in the form of a letter to the director. Be sure to outline reasons for the requested exemption. The director's decision is final.

Usually students are required to complete core courses before concentration and specialization courses. Since this degree sequence can be completed in two years, the first year is when core courses should be completed.

Class Attendance – Weekend and Accelerated Programs

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In

support of this concept, the following principles and procedures are practiced:

1. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings.
2. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance are informed by their instructor and may be dropped from the course.
3. Minor children of a faculty member or student are not permitted in the classroom during regularly scheduled class meetings.

Drops, Adds and Withdrawals

Before the second class meeting, a student may change courses without a fee. Drops and adds are handled through the Office of Graduate Studies. *See Refunds of Tuition and Course Fees stated in FINANCIAL INFORMATION.*

Final Examinations – Weekend and Accelerated Programs

Final examinations are scheduled during the last class period of the semester. Students are not permitted to take final examinations before that time.

Grading

Course grades are assigned based on the degree to which the student fulfilled the objectives of the course and are evaluated as follows:

		Quality Points per Semester Hour
A	Exceptional	4.0
A-	Excellent	3.67
B+	Very Good	3.33
B	Good	3.0
B-	Fair	2.67
C	Marginal	2.0
F	Failure	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
AU	Audit	0.0

Incomplete work (I) is usually counted as a failure (F) if the work is not completed by the end of the following semester. An incomplete grade (I), once completed, will reflect the same term date the course was originally taken; however, a degree conferral date will be determined by the actual date the incomplete work was completed.

The grade of C is marginally acceptable for graduate work. Students may earn only one C in a course during their graduate career at Saint Leo University. Any additional graduate courses in which a student earns a grade of C or lower must be repeated. Any courses in which a grade of F is earned must be repeated.

Academic Sanctions Policy

In order to continue in good standing, the student must maintain a minimum cumulative grade point average of 3.00. Students whose cumulative GPA falls below 3.00 will be placed on academic probation by the director of the appropriate graduate program. Courses completed with a grade of F must be repeated. Academic sanctions for students on probation will be administered by the director.

Students will have two semesters to remove their probationary status by raising their grade point average to at least 3.00. Probationary students whose grade point average remains deficient for two consecutive semesters will be placed on academic suspension.

Suspended students may apply for readmission after one year. The petition for reinstatement must be submitted to the director of the relevant graduate program at least one month before the intended date of reentry to the University. The petition must include a written statement from the student identifying the factors that led to the suspension and the actions that have been or will be taken to improve future academic performance. In addition to this statement, the student must obtain a written recommendation from at least one faculty member teaching in the graduate program.

The director of the graduate program will approve or disapprove the petition for reinstatement and will determine the conditions of reinstatement. Such conditions may include remedial courses at the undergraduate level and/or enrollment in only one graduate course per term.

Microcomputers

Students must have regular access to the Internet and a microcomputer with a printer. Minimum software requirements are a word processing program, a spreadsheet program and a presentation program. Basic literacy regarding these three types of software programs is expected. Basic computer literacy skills are not taught in graduate classes on campus. Students may use the Culverhouse Computer Instruction Center located in the basement of the Cannon Memorial Library. Some courses may require the student to purchase additional equipment or software.

Degree Requirements

Students come under the academic requirements of the University catalog in effect at the time of matriculation. Normally, these requirements must be completed within five years from the date of first attendance. A student may choose to fulfill graduation requirements of a newer catalog but may not revert to the original catalog once the change is made.

To earn the **Master of Business Administration** degree, the student must complete the following requirements:

1. Complete a minimum of 36 graduate semester hours. (42 semester hours in accelerated MBA)
2. Successfully complete all courses in the MBA core curriculum.
3. Attain a minimum cumulative grade point average of 3.00.
4. Successfully complete a comprehensive project.
5. Demonstrate competence in reading, writing, oral communication and computational skills.
6. Fulfill the residency requirement of 30 graduate semester hours.
7. Satisfy all financial obligations to the University.
8. Apply for graduation in the office of Graduate Business Studies.

To earn the **Master of Education** degree in either Educational or Instructional Leadership, the student must complete the following requirements:

1. Complete a minimum of 36 graduate semester hours.
2. Successfully complete all courses in the core curriculum and applicable concentration.
3. Attain a minimum cumulative grade point average of 3.00.
4. Successfully complete a portfolio documentation of the program outcomes or pass a comprehensive, multi-faceted written examination designed to assess outcomes.
5. Fulfill the residency requirement of 30 graduate semester hours.
6. Demonstrate competence in reading, writing, oral communication and computational skills.
7. Satisfy all financial obligations to the University.
8. Apply for graduation to the office of Graduate Studies in Education.

Academic Advising – Weekend and Accelerated Programs

All students are assigned an academic advisor who will assist in course scheduling. Although the advisor will assist, the student is personally responsible for meeting all degree requirements for graduation.

Facilities and Other Resources

Extensive information resources are available in the Cannon Memorial Library. Call (352) 588-8258 for library hours. The Hugh Culverhouse Computer Instruction Center has two large, state of the art microcomputer classrooms for use by graduate students and

is located in the lower level of the library. For MBA online students, the online Cannon Library home page is designed to facilitate academic research through remote access at www.saintleo.edu.

Master of Business Administration Degree Graduate Business Studies

Dr. Lynn Wilson, Director, Associate Professor of Management
Dr. Frank Arnold, Associate Professor of Public Administration
Dr. Stephen Baglione, Associate Professor of Marketing
Dr. Balbir Singh Bal, Associate Professor of Computer Information Systems
Dr. Laurel Cobb, Associate Professor of Accounting
Dr. Michael Moorman, Associate Professor of Computer Science
Dr. John Pantzalis, Associate Professor of International Business and Marketing
Dr. Deborah Pendarvis, Associate Professor of Accounting
Dr. Tim Price, Associate Professor of Finance
Dr. Thomas Zimmerer, Professor of Management

Saint Leo University has two Master of Business Administration programs to meet the needs of both fully employed and non-employed graduate students. These programs encourage students to expand their professional competencies within and beyond the classroom. As a Saint Leo MBA, students will gain an in-depth understanding of the key functional areas of business. These courses focus on managing complex interactions while defining and solving real-world business challenges. In addition to learning analytical tools, emphasis is placed on managerial skills and technologies within the rich Benedictine values and traditions of the University.

Expected Program Outcomes

As a result of successfully completing a course of study within Graduate Business Studies, the graduate will be expected to:

1. Exhibit key knowledge of core business management functions.
2. Be proficient in analyzing and resolving complex business problems so as to enable an organization to survive and thrive in a dynamic marketplace.
3. Demonstrate facility in oral, written and electric business communication.
4. Serve as an effective team member and leader in work partnerships and cross-functional collaborative efforts.
5. Make ethical business decisions within the context of a diverse set of stakeholders and in an economically responsible manner.
6. Understand the business implications of the new economy and apply widely used Internet and PC-based computer technologies

Curriculum: Two-Year Weekend MBA Program

The curriculum as outlined below is designed to yield an understanding of business principles, the ability to utilize decision processes, a knowledge of functional operations and the ability to work effectively in today's ever changing business environment. Nearly all weekend MBA students are experienced business professionals. As a result, in most cases MBA 592 is waived.

			Semester Hours
MBA	525	Professional Development	3
MBA	530	Organizational Behavior	3
MBA	535	The Legal Environment of Business	3
MBA	540	Managerial Economics	3
MBA	550	Decision Support Systems	3
MBA	555	Research Methods	3
MBA	560	Financial and Managerial Accounting	3
MBA	565	Marketing	3

MBA	570	Corporate Finance	3
MBA	575	Global Business Management	3
MBA	590	Strategic Management	3
MBA	592	Capstone Internship Experience	0-6
MBA	595	Current Issues in Leadership	3
Comprehensive Final Project			0
		Total Semester Hours	**36-42**

Our MBA faculty assume that students are conversant with basic business practices and with the language of business. Students who were not undergraduate business majors are urged to take undergraduate foundation courses in accounting, economics, statistics and microcomputer applications.

Curriculum: Accelerated One-Year MBA Program

The curriculum as outlined below is designed to yield an understanding of business principles, the ability to utilize decision processes, a knowledge of functional operations and the ability to work effectively in today's ever changing business environment. The accelerated one-year MBA program is designed for a full-time residential student population. As a result, work experience through MBA 592 Capstone Internship is required.

			Semester Hours
MBA	515	Introduction to American Business	3
MBA	525	Professional Development	3
MBA	530	Organizational Behavior	3
MBA	540	Managerial Economics	3
MBA	550	Decision Support Systems	3
MBA	555	Research Methods	3
MBA	560	Financial and Managerial Accounting	3
MBA	565	Marketing	3
MBA	570	Corporate Finance	3
MBA	575	Global Business Management	3
MBA	585	Issues in Management	3
MBA	590	Strategic Management	3
MBA	592	Capstone Internship Experience	6
		Total Semester Hours	**42**

Our MBA faculty assumes that students are conversant with basic business practices and with the language of business. Students who were not undergraduate business majors are urged to take undergraduate foundation courses in accounting, economics, statistics and microcomputer applications.

Master of Business Administration Course Descriptions

MBA 515 Introduction to American Business
This course is a contemporary survey of business and industry in the United States. The social, political and cultural dynamics of a market driven economy will be the focus of the course. A systems perspective will be utilized to understand the interdependencies that have worked within the socioeconomic, political and cultural forces in the evolution of American business. Connections to the "American style of management" will be an organizing principle of the survey approach.

MBA 525 Professional Development
This course is designed to give MBA students a tangible head start in acquiring and honing numerous core skills essential for success in the MBA program and the business world. The emphasis will be on the development of professional skills and perspectives, such as business writing, coaching and counseling, conflict resolution, effective business protocol, interviewing, intercultural awareness and sensitivity, negotiating agreement and public speaking.

MBA 530 Organizational Behavior
This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. Included are the topics of perception, motivation, leadership, job satisfaction, group dynamics, stress, organizational climate and

communication processes. Organization theory and design concepts are also incorporated to give the student a more complex framework for managerial decision-making.

MBA 535 The Legal Environment of Business
This course is a comprehensive study of commercial law as it affects day-to-day business management. Emphasis is placed on development of a manager's ability to recognize the circumstances under which a legal professional should be contacted for advice and/or assistance.

MBA 537 The Legal and Ethical Environment of Business
This course considers the influence of the legal and ethical environment on organizational behavior. The objectives are to develop an awareness, understanding and appreciation of ethical and legal considerations upon the activities of the firm in its pursuit of organizational goals. This course covers both commercial laws as they affect business management and the ethical and legal dimensions of human resources management.

MBA 540 Managerial Economics
Prerequisite: Undergraduate course in economics strongly recommended.
This course explores the concepts of economic optimization, the estimation of demand and cost and pricing analysis. An introduction to economic forecasting and decision making under conditions of risk and uncertainty are also included.

MBA 545 Personnel Law and Ethics
Prerequisite: MBA 535
This course is intended to provide an overview of the basic laws governing the employment relationship. The goals of the course are two-fold. First, to familiarize students with the many issues and problems confronting employees, employers, supervisors and human resources professionals. Second, to help students in identifying the legal implications of personnel situations that may arise in the business and corporate environment.

MBA 550 Decision Support Systems
Prerequisite: Basic literacy regarding Windows 95 and Microsoft Office 97 is expected.
This course considers the study of decision science and its application in the business environment through the use of computers. This course is designed to provide the student with the theoretical knowledge and practical skills necessary to understand and utilize computerized decision support methodology in support of business requirements. The student will utilize commercial software packages in the laboratory to develop and use graphical and numerical outputs in business presentations for enhanced decision making.

MBA 555 Research Methods
Prerequisite: Undergraduate course in statistics strongly recommended.
This course provides an overview of effective research methods including problem definition, hypothesis formulation and plans for analysis. Topics include survey design, sampling techniques, collection of data and the use of parametric and non-parametric statistics applications.

MBA 560 Financial and Managerial Accounting
Prerequisite: Undergraduate course in financial accounting and managerial accounting is strongly recommended.
This course focuses on the study of accounting concepts and standards applicable to presentation of financial information to interested users, structure, uses and limitations of financial statements and measurement systems related to income determination and asset valuation. The course also considers the discussion of internal and external influences on accounting decisions.

MBA 565 Marketing
This course considers the operational and strategic planning issues confronting managers in marketing. Topics include buyer behavior, market segmentation, product selection and development, pricing, distribution, promotion, market research, international and multicultural marketing.

MBA 570 Corporate Finance
Prerequisites: MBA 540 and MBA 560
This course considers the financial management decision-making role within the organization. Subjects include valuation concepts, including financial ratio analysis; short-term financial management, including the management of current assets and liabilities; management of long-term investments, including capital budgeting techniques; a discussion of leverage and its relationship to the capital structure; and an introduction to financial markets and financial institutions.

MBA 575 Global Business Management
The student will develop an understanding of international/multinational management by examining the challenges and opportunities of operating globally. Emphasis will be on developing an understanding of the complexities of dealing with diverse social, cultural, economic and legal systems. The role of business in this dynamic world environment will be analyzed.

MBA 585 Issues in Management
Prerequisites: MBA 525, MBA 530, MBA 555
This course examines current issues and recent trends in worldwide business practices, such as knowledge management, virtual business, and e-commerce. Course content will be determined collaboratively between faculty and students to keep pace with rapid changes in a global business environment.

MBA 590 Strategic Management
Prerequisites: MBA 525, MBA 530, MBA 540, MBA 560, MBA 565, MBA 570
This capstone course integrates knowledge gained in previous graduate business courses. It centers on the theme that organizations achieve sustained success when their managers have astute, timely strategic game plans and they implement these plans with proficiency. Strategic management theory is used in the analysis of case studies of companies operating in the domestic and global marketplace.

MBA 592 Capstone Internship Experience
For students in the accelerated one-year MBA program, this experiential component is an integral part of the curriculum. Students are placed in Tampa Bay area businesses with the expectation that concepts learned in the classroom will be applied in practice. Lessons and observations from the internships will be brought back to the classroom for discussion in a continuing effort to relate theory to practical business skills.

MBA 595 Current Issues in Leadership
Prerequisites: MBA 525, MBA 530, MBA 555
This course is an advanced overview of more traditional approaches to understanding the leadership process and an in-depth look at recently developed perspectives on leadership of the future. Ethical issues pertaining to leadership are also incorporated. This optional course is offered periodically to students who want additional credit hours in management.

Comprehensive Final Project

For students in the part-time weekend MBA program, the comprehensive final research project is to be completed as part of MBA 585 or MBA 595. The student will have the opportunity to choose the project topic based upon his or her specific business interests. The student is expected to synthesize concepts from the functional areas of business into an integrated whole.

Graduate Programs in Education: Master of Education Degree in Educational or Instructional Leadership

Dr. Charles D. Hale, Director, Associate Professor of Educational Leadership
Dr. Ann Bagley, Assistant Professor of Education
Dr. Carolyn Schoultz, Assistant Professor of Education
Dr. John Smith, Assistant Professor of Educational Foundations

The leadership studies in education program at Saint Leo University is designed to meet the needs of full-time working educators. The following two concentrations (majors) are offered: educational leadership and instructional leadership. Presented within its sequence of courses is a core of knowledge, the mastery of which will empower the graduate to be an educational leader with a vision to the future and engaged in the process of continual professional growth and collaborative reform.

As a Catholic institution, Saint Leo University is also dedicated to helping students strengthen their personal values as they gain a stronger appreciation for ethical relationships with those with whom they work.

Expected Program Outcomes

As a result of successfully completing a course of study within the leadership studies in education program, the graduate will be expected to:

1. articulate key concepts of the disciplines which inform educational leadership and apply the integration of those disciplines;
2. analyze and evaluate the multiple bases of curriculum development theory, research and policy to improve teaching and learning;
3. apply knowledge of research-based instructional and assessment strategies to improve teaching and learning;
4. apply knowledge of leadership theory and recommended practice in educational environments;
5. become an accomplished educational leader as specified by the State of Florida Accomplished Practices and/or the Florida Principal Competencies;
6. demonstrate knowledge of how to provide a caring, safe and student-centered learning environment;
7. demonstrate an ability to effectively communicate, considering varied community and cultural factors, with diverse audiences (e.g., students, parents, colleagues and community members), as well as involve such groups in effective decision-making;
8. demonstrate an ability to read and understand the professional literature relevant to education leadership practice and theory;
9. demonstrate an understanding of the educational change process and its management; and
10. demonstrate an understanding of the centrality of educational and administrative technology in effective school governance and the improvement of teaching and learning.

Curriculum

The curriculum consists of a coherent set of non-sequential courses comprising three domains: foundations, *curriculum* and instruction and educational leadership. Coursework in this program will emphasize the cogent theories, policies and practical aspects of education. Each course is designed to assist the student in mastery of *The Florida Principal Competencies*, the *Florida System of School Improvement and Accountability* and the *Guidelines for Certification in Educational Leadership and the State of Florida Accomplished Practices for Teachers of the 21st Century.*

The leadership studies in education program is designed to meet the continuing education and professional development needs of Florida public and private educators. The program, normally a minimum of 36 semester hours or credits, has a six-course core curriculum and two six-course concentrations.

The *Educational Leadership concentration* is for those who intend to seek Education Leadership (Level I) certification through the Florida Department of Education. Reflected in this concentration, along with the core curriculum are the eight content areas of the Florida Educational Leadership core curriculum. These content areas are public school curriculum and instruction, organizational management and development, human resource management and development, leadership skills, communication skills, technology, education law and education finance.

The *Instructional Leadership concentration* is for those educators who do not want to seek Educational Leadership certification through the Florida Department of Education. The purpose of this concentration is to assist these educators to develop the management and leadership skills necessary for full participation in educational governance at the school, district, and community levels.

Courses Required

EDU 621	Psychology of Learning	3
EDU 630	Quantitative Educational Assessment	3
EDU 632	Research Methods	3
EDU 650	Education System Organization and Leadership	3
EDU 651	Communication Skills and Technology for Education Leaders	3
EDU 652	Education Law and Ethics	3
	Total Core Hours	**18**

Educational Leadership Concentration Courses (18 hours)

EDU 654	Educational Finance and Budgeting Technology	3
EDU 655	Human Resource Management in Education	3
EDU 657	The Principalship	3
EDU 675	Supervised Practicum in Educational Leadership	3

Any one of the following pairs of courses

EDU 637	Curriculum and Program Design, Management and Evaluation in the Elementary School	3
EDU 642	Instructional Leadership in the Elementary School	3
or		
EDU 638	Curriculum and Program Design, Management and Evaluation in the Middle School	3
EDU 643	Instructional Leadership in the Middle School	3
or		
EDU 639	Curriculum and Program Design, Management and Evaluation in the Secondary School	3
EDU 644	Instructional Leadership in the Secondary School	3
	Total Concentration Hours	**18**

Instructional Leadership Concentration Courses (18 hours)

EDU 622	Managing Classroom Diversity	3
EDU 670	Applied Instructional Leadership Research	3 - 6
Electives		3 - 6
EDU 680	Special Topics in Instructional Leadership, EDU 681 Special Topics in Education, educational leadership concentration courses or acceptable transfer credit (6 hours maximum) may be applied towards satisfying remaining instructional leadership concentration requirements.	

Any one of the following pairs of courses		
EDU 637	Curriculum and Program Design, Management and Evaluation in the Elementary School	3
EDU 642	Instructional Leadership in the Elementary School	3
or		
EDU 638	Curriculum and Program Design, Management and Evaluation in the Middle School	3
EDU 643	Instructional Leadership in the Middle School	3
or		
EDU 639	Curriculum and Program Design, Management and Evaluation in the Secondary School	3
EDU 644	Instructional Leadership in the Secondary School	3
	Total Core Hours	**18**
	Total Concentration	**18**
	Total Hours	**36**

All students will receive and are required to sign a degree program outline.

Note: Students petitioning to waive a prerequisite or co-requisite must apply to the office of Graduate Studies in Education on the form provided for that purpose.

Approved Modified Educational Leadership Program

For those holding an accredited master's degree in an education discipline and who desire to apply for educational leadership certification, a 30-semester hour course sequence is available. The approved modified program is composed of the same course configurations as in the educational leadership program, except that EDU 621 and EDU 630 are not required.

Admission requirements are the same for educational leadership degree applicants but neither the GRE nor MAT is required.

The course sequence within the approved modified program does not lead to the awarding of a degree. Those who may desire to switch from the non-degree, approved modified program to the educational leadership degree program must meet all admission and graduation requirements set forth in the catalog.

Portfolio or Comprehensive Examination

Students may elect to substitute a comprehensive, multi-faceted exam in lieu of a portfolio. A student intending to submit a portfolio or sit for a comprehensive examination must advise the director of Graduate Studies in Education in writing according to the following schedule:

Graduating Term	Notice Deadline
Fall	August 1
Spring	December 1
Summer	May 1

Failure to make timely notice may result in the student having to sit for the comprehensive examination.

The Comprehensive Examination Option

For those degree candidates who desire to complete a comprehensive written examination, at least two comprehensive questions will be developed for each domain. Responses will be narrative. The examinee will not be allowed any reference materials in the examination room. The examination will be administered in two four-hour blocks. All questions will be provided to the candidate at the start of the first testing session. Questions will be based on the course level outcomes appropriate to the degree candidate and will be scored using the same or similar assessment tool as the portfolio.

Test questions and response narratives may not be copied or removed from the examination room, which will be proctored. Degree candidates will also undergo a two to three hour oral examination after their written examination questions have been read.

Educational Leadership Certification

Prior to applying to the State of Florida Department of Education for certification in Education Leadership, the applicant must have at least three years of verified successful teaching experience; a master's or higher degree awarded by a standard institution; have successfully completed the Florida Educational Leadership Core Curriculum; and have passed the Florida Education Leadership certification exam.

Leadership Studies in Education Course Descriptions

EDU 621 Psychology of Learning
This course provides an overview of the cognitive and social/emotional development of the child, young adult and adult. The major focus of the course is a study of current psychological theories of learning, including motivation, cognitive processing, brain-based theories and recent concepts of intelligence and the role of the education leader in fostering student learning and effective teaching.

EDU 622 Managing Classroom Diversity
This course examines the nature and needs of special student populations including multicultural and exceptional students; the response of K-12 education to these diversity issues; adaptive strategies for the teacher or administrator that foster the development and learning in each student; and the management of these adaptations in an inclusive classroom. Offered once every two years.

EDU 630 Quantitative Educational Assessment
This course considers introductory classical and modern measurement theory and practice, applied descriptive and inferential statistics, classroom test construction and improvement and standardized testing applications within the context of the classroom and school improvement.

EDU 632 Research Methods
The purpose and role of educational research in informing educational policy and decision-making are studied. The research process, sampling strategies and threats and controls to research design integrity are considered. Designs studied are non-experimental; pre-, true- and quasi-experimental, single subject and qualitative.

EDU 637-639 Curriculum and Program Design, Management and Evaluation in the (Elementary, Middle or Secondary) School
Curriculum design history, philosophy, and models are studied and contrasted. Socio-political forces which impact curricular implementation, management and evaluation are considered, as are curricular program evaluation models. The administrator's role in managing and evaluating co-curricular programs is investigated.

EDU 642-644 Instructional Leadership in the (Elementary, Middle or Secondary) School
Prerequisites: Second year graduate student or director's permission.
Current models of instruction are studied and contrasted, as are technological applications for improving instruction and learning. The relationship between defined goals and specific outcomes and deep student learning are investigated as are best practices respecting alternative assessment and grading practices. In addition to studying accountability reporting systems, the students analyze accountability data and frame plans for improvement.

EDU 650 Education System Organization & Leadership
The historical development of American public and private education organization is examined. Recent organizational models, policy issues and organizational development, planning and policy-making are studied from both a systems and continuous quality improvement perspective.

EDU 651 Communication Skills and Technology for Education Leaders
This course explores the theory, research and practice required for effective application of verbal and written communication, mediation and conflict resolution skills needed by educational leaders in their many roles. Computer hardware and software applications to educational leadership and effective communication are included.

EDU 652 Education Law and Ethics
This course examines public and private school law as it affects teachers' rights and legal responsibilities to students, including an examination of students' legal rights and the ethical parameters of education leadership. Applicable state, federal and case law affecting school and school district management is reviewed.

EDU 654 Educational Finance and Budgeting Technology
Prerequisites: Second year graduate student or director's permission.
The historical and current financial organization and financing of public and private education in the United States is examined. Applicable Florida state public education finance law is reviewed. Fund accounting and performance based budgeting are studied using standard spreadsheet software.

EDU 655 Human Resource Management in Education
Prerequisites: Second year graduate student or director's permission.
Examined are state, federal and case laws pertaining to human resource management in education. Also considered are instructional and clinical supervision and educational human resource management models, theories and practices.

EDU 657 The Principalship
Prerequisites: Second year graduate student or director's permission.
This course presents a detailed examination of leadership and management theories and research as applied to the principalship in public and private education. Specifically considered are the skills required of the principal to effectively function as the school's administrative and instructional leader in strategic planning, marketing and ensuring school safety. The Florida education leadership certification examination and process is discussed.

EDU 670 Applied Instructional Leadership Research
Students electing to conduct applied education leadership may enroll in this course after completing 24 hours of graduate level coursework or with director's permission, and have the agreement of supervision from a graduate faculty consultant. Credit varies between three and six hours. Grade is either pass or fail. Offered every semester.

EDU 675 Supervised Practicum in Educational Leadership
Prerequisites: Twenty-four semester hours completed or director's permission.
Educational leadership students are required to complete an administrative practicum of at least 120 clock hours. The student is responsible for arranging for his or her own practicum setting, preceptor, and must satisfy all practicum setting requirements. Grade is pass or fail. Credit varies between three and six hours. Offered every semester.

EDU 680 Special Topics in Instructional Leadership
This course examines emerging and or controversial issues in education, education leadership or within the community. Enrollment is by permission of the instructor. Credit varies between one and six hours. Grade is either pass or fail. Offered every semester.

EDU 681 Special Topics in Education
Credit varies between one and six credits. Grade is pass or fail. Enrollment is by permission of director.

Graduate Admission

Applicants wishing to pursue graduate studies at Saint Leo University must have a bachelor's degree from a regionally accredited institution. Admission decisions are competitive and based on consideration of all criteria. Candidates will be accepted for admission, who in the judgment of the University, clearly show the potential for success in graduate work. Applicants are evaluated individually. The candidate's motivation, maturity, work experience and leadership qualities are carefully considered along with academic records and test scores. Applications should be submitted 60 days prior to the beginning of the term in which the applicant wishes to enroll.

Master of Business Administration (Accelerated) Admission Requirements:

1. Completed application form.
2. Submit U.S. $45 application fee, which is neither refundable nor applicable against other school fees.
3. Submit official transcripts from all post-secondary institutions previously attended, foreign and/or U.S. institutions, sent directly to the director of graduate admission. A U.S. $100 credential evaluation fee or United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts, if they have previously submitted them and are on file at the University.
4. Two recommendations are required of all graduate applicants. Using the forms provided, request recommendations from persons well situated to evaluate the applicant's qualifications for graduate study. Such persons may include faculty members familiar with the applicant's academic work in areas closely related to the proposed field of study, or other responsible persons well informed about relevant work the applicant has done. These forms are to be mailed directly to the director of graduate admission.
5. All international students whose native language is not English are required to submit the Test of English as a Foreign Language (TOEFL). Applicants who submit a TOEFL score of at least 550 (paper-based test) or 213 (computer-based test) will not be required to take any courses in English as a second language. Applicants holding an undergraduate degree from an academic institution within the United States, an English-speaking country or from an institution where the language of instruction is English are not required to take the TOEFL examination.
6. Official Graduate Management Admission Test (GMAT) scores are required for all accelerated MBA applicants unless the applicant has an undergraduate G.P.A. of 2.5 or greater and 5 years of progressive work experience. The Graduate Record Examination (GRE) will only be accepted in lieu of the GMAT, if the GMAT was not available. Official test results are to be mailed directly to the director of graduate admission. Test scores more than five years old are not acceptable.
7. Conditional admission as non-degree seeking students may be granted to domestic students only for up to six semester hours of graduate work. Generally, this policy is used to allow students additional time to submit their official GMAT results.
8. After the application has been processed, the director of graduate admission will contact the applicant for a personal interview.

9. Tuition deposit of US $350 which is applied to full charges upon attendance.

Completed applications will remain active for two years.

Master of Business Administration (Weekend Program and Online MBA) Admission Requirements:

1. Completed application form.
2. Submit U.S. $45 application fee, which is neither refundable nor applicable against other school fees.
3. Submit official transcripts from all post-secondary institutions previously attended, foreign and/or U.S. institutions, sent directly to the director of graduate admission. A U.S. $100 credential evaluation fee or United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts, if they have previously submitted them and are on file at the University.
4. Two professional recommendations from work associates completed on the forms provided. Work associates include current and former supervisors.
5. Current résumé.
6. Applicants are normally expected to have five or more years of progressively responsible professional work experience. Official GMAT scores are required for applicants with less than a 2.5 G.P.A and five years of progressive work experience. Official GMAT test results should be mailed directly to the director of graduate admission. Test scores more than five years old are not accepted.
7. All international students whose native language is not English are required to submit the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 (paper-based test) or 213 (computer-based test). Applicants holding an undergraduate degree from an academic institution within the United States, an English-speaking country or from an institution where the language of instruction is English are not required to take the TOEFL examination.
8. After the application has been processed, the director of graduate admission will contact the applicant for a personal interview.

Completed applications will remain active for two years.

Admission Requirements for Graduate Studies in Education: Applicants must have a bachelor's degree from a regionally accredited institution in a relevant education discipline; official scores on the Graduate Record Examination or Miller Analogies Test, unless not required; two professional recommendations; a current resume; statement of educational and professional goals; and an admission interview.

Admission decisions are competitive and based on consideration of all criteria. All candidates will be accepted for admission who clearly show the potential for success in graduate work. Each applicant is evaluated individually. The candidate's motivation, maturity, work experience and leadership qualities are carefully considered along with academic records and test scores.

Graduate Studies in Education Application Requirements:

1. Completed application form.
2. Submit U.S. $45 application fee, which is neither refundable nor applicable against other school fees.
3. A 3.0 or higher GPA in the last 60 hours of upper division work which led to the bachelor's degree from a regionally accredited institution or a 1000 on the Graduate Record Examination or 50 on the Millers Analogies test. Official test results should be mailed directly to the

director of graduate admission. Test scores more than five years old are not usually accepted.

4. Two professional recommendations.
5. Current résumé.
6. Statement of professional goals. This statement must clearly outline the applicant's educational and professional goals.
7. Submit official transcripts from all post-secondary institutions previously attended, foreign and/or U.S. institutions, sent directly to the director of graduate admission. A U.S. $100 credential evaluation fee or United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts, if they have previously submitted them and are on file at the University.
8. Copy of the applicant's professional teaching certificate, unless waived. A professional teaching certificate is required for the educational leadership major.
9. All international students whose native language is not English are required to submit the Test of English as a Foreign Language (TOEFL) with a minimum score of 550. Applicants holding an undergraduate degree from an academic institution within the United States, an English-speaking country or from an institution where the language of instruction is English are not required to take the TOEFL examination.
10. After the application has been processed, the director of graduate admission will contact the applicant for a personal interview

Completed applications will remain active for two years.

Admission Requirements: Applicants must have a bachelor's degree from a regionally accredited institution in a relevant education discipline; official scores on the Graduate Record Examination or Miller Analogies Test, unless not required; two professional recommendations; a current resume; statement of educational and professional goals; and an admission interview.

Admission decisions are competitive and based on consideration of all criteria. All candidates will be accepted for admission who clearly show the potential for success in graduate work. Each applicant is evaluated individually. The candidate's motivation, maturity, work experience and leadership qualities are carefully considered along with academic records and test scores.

Transfer Credit for Graduate Students

Saint Leo University recognizes credit only from regionally accredited institutions. Up to six semester hours of graduate coursework completed at other institutions may be accepted toward the master degree requirements if such coursework is determined to be content equivalent to one or two of the required courses in the curriculum. Only graduate work in which the student earned a grade of B or higher will be transferred to fulfill degree requirements. No quality points are awarded for transfer credit. Undergraduate coursework will not equate or substitute for graduate course requirements. Credit that was earned five or more years ago will be considered on a course by course, case by case basis at the time the transfer evaluation is prepared. Credit, which is 10 or more years old, is not usually accepted. The student must make written request for the evaluation of transfer credits, and must provide official transcripts and other supporting information requested. Evaluation of transfer credits will be made only after the student has applied for admission and paid the application fee.

Graduate Student Financial Assistance

Graduate students, enrolled at least half time in a degree program, are eligible to receive federal financial aid. Federal grants are restricted to students enrolled in undergraduate programs. The Federal Stafford Loan program is available to graduate students. Please refer to the Student Financial Assistance in Section I for further information.

Financial Information

Policies Common to the Graduate Degree Programs

Tuition and Fees

Master in Education Tuition (per credit hour) $195
Masters in Business Administration Tuition (per credit hour $290

Masters in Business Administration–Accelerated Program:

	Per Semester	Per Year (3 Semesters)
Tuition	$6,375	$19,125
Student Activity Fee	$110	$220
Health Insurance		$415

Resident Hall Room Rates:

Marmion/Snyder Garden Level	$2,085	$6,255

Meal Plans

The University provides a boarding program for all resident students. All resident students are required to be on one of the following meal plans:

	Per Semester	Per Year (3 Semesters)
Unlimited Meal Plan	$ 1,617	$ 4,851

Other University Campus Fees:

Application Fee $45
Internet Course Access Fee $100
Master's in Education Portfolio or Exam Reading Fee $100
International Credential Evaluation Fee .. $100
Graduation Fee (Regardless of participation in Commencement) $110
Replacement Diploma $25
I.D. or Food Card Replacement $10
Registration/Transcripts/Withdrawal:
Late Registration or Payment $15
Transcripts $5
Rush and Overnight Delivery $25
Withdrawal (Each Course) $15
Network Interface Card (NIC) *$100

*NIC price subject to change

Parking Decal:
Resident student (Price includes $0.56 sales tax) $10
Non-resident student (Price includes $0.28 sales tax) $5
Miller Analogies Test $45
Returned Check Fee $30
Research Fee (accounts over 5 years old) $25
Capstone Course Assessment Fee ..... $50-$125*

*Varies by Capstone Course
Course fees may apply

Late Fees

Effective September 1, 2002, unpaid balances will be subject to a late fee of 1% monthly (12% annually).

Financial Responsibility. No transcripts, diplomas, certificates of attendance or certain other official documents will be released if a student has financial indebtedness to the University. If a student leaves the University with an unpaid balance, the University will have no other choice but to hold the student responsible for any legal and/or collection fees incurred by the University in collecting the unpaid balance.

Students must understand and agree that they are responsible for all charges occurring as a result of their educational activities. In many instances, some of the charges may be settled by a student's sponsor, employer or other interested party, however, the student is ultimately responsible for his/her account.

Refunds of Tuition and Course Fees

Refunds for first time in university students who withdraw before 60 percent of the semester has been completed shall be calculated on a pro-rata basis as defined by federal regulations.

Refunds of tuition for withdrawal from courses are given on the following schedule:

Tuition: (does not apply to undergraduate University Campus)

Within drop/add period	100 percent
Up to 10% of the term has been completed	90 percent (less $15 processing fee)
More than 10% and up to 25% of the term has been completed	75 percent (less $15 processing fee)
More than 25% and up to 50% of the term has been completed	50 percent (less $15 processing fee)
More than 50% of the term has been completed	No Refund

Laboratory and special course fees are 100 percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are non-refundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days if the student has not elected to have these funds retained in their account. Appeals regarding refunds shall be submitted **in writing** to the Bursar, MC2097, Saint Leo University, Post Office Box 6665, Saint Leo, Fla. 33574-6665.

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Basketball Coach (Men)	Michael Madagan
Basketball Coach (Women)	Kerri Reaves
Soccer Coach (Men)	Fran Reidy
Soccer Coach (Women)	Tony Paris
Softball Coach	Christi Wade
Tennis Coach (Men and Women)	Thomas J. Crosby
Volleyball Coach	Bill Lent
Trainer, N.A.T.A.	Barbara Wilson
Golf Coach – Women	Melissa Lynn
Golf Coach – Men	Arthur F. Kirk, III
Cross Country Coach (Men and Women)	Cyle Sage

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Director	Frances Volking
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Academic Advisor	Sylvia Valentine-Griffiths
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Director	William "Bud" Hayes
Academic Advisor	TBA
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- Assistant Professor/Academic Advisor — Dr. Kim Garnett

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- Assistant Professor/Academic Advisor — TBA

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- Assistant Director, Norfolk — Gloria Howell
- Academic Advisor — Alfred Steward
- Academic Advisor — William Smith
- Academic Advisor — Dennis Weber

Tidewater Center
- Academic Support/Reference Librarian — Brent Short

Teacher Recertification Program (TRP)
- Director — Brian Butterly

Weekend/Evening Program — TBA

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Dean, School of Business — Dr. Thomas W. Zimmerer
Dean, School of Education and Social Services — Dr. Maribeth Durst
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Director, Graduate Studies in Education — Dr. Charles D. Hale
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Registrar — Karen Hatfield
Assistant Registrar — Fred Ramlow

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Director, Annual Funds and Advancement Services — Brent Young
Director, Public Relations — Jenifer LeBeau

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Director, Institutional Research — Dr. Jeanne Roberts

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Director, Health Services — Janice Waldstein, R.N.
Director, Recreation — Suzanne Hollis
Director, Residence Life — Mark Stier
Director, Student Leadership and Development — Sarah Richard-Oumedlouz

Faculty

Professors Emeriti

Setty R. Adisesh
B.S., M.S., Central College, Mysore; Ph.D., Kent State University

Marjorie J. Arnade
B.S., University of Michigan; M.A., University of South Florida

Dirk R. Budd
B.A., Lafayette College; M.A., Columbia University; Ph.D., University of Pennsylvania

Frederick W. Colby
A.A., Pasco-Hernando Community College; B.A., Saint Leo College; M.P.A. University of South Florida

David G. Cuppett
C.P.A., Assistant Professor of Business Administration (MacDill Center)
B.S., West Virginia University; M.B.A., University of Utah

Lucille A. Fuchs
B.S., University of Dayton; M.A., Ohio State University; M.S., Florida State University; Ph.D., University of South Florida

John E. Higgins
B.A., M.A., Morehead State College

Norman D. Kaye
B.S., M.S., Northern Illinois University

Frances Martin
A.B., Webster College; M.A., University of Notre Dame; M.A., New York University; M.S.S.W., University of Tennessee

Tilrow Morrison
B.S., M.A., University of Alabama

Walter P. Poznar
B.A., M.A., New York University; Ph.D., Indiana University

Henry J. Purchase
B.S., Cornell University; M.Ed., University of New Hampshire

Robert M. Rubin
B.A., University of Maryland; M.B.A., University of South Florida

Roger L. Smith
A.B., Columbia College; M.S., Columbia Engineering School; Ph.D., Columbia University

Maura Snyder
B.A., Mount St. Scholastica College; M.A., University of Notre Dame

Sara A. Thrash
B.A., Carson Newman College; M.A., University of South Florida; Ed.S., University of Florida; Ph.D., Brunnel University, Oxford, England

Marvin T. Travis
B.A., Emory University; M.B.A., Arizona State University; D.P.A., Nova University

James E. Woodard Jr.
B.A., M.A., University of the Americas; Ph.D., University of New Mexico

Jeanne Wright
B.S., Fontbonne College; M.S., Ph.D., University of Notre Dame

Anthony W. Zaitz
B.S.O., Curry College; M.A., Boston University; Ph.D., University of Wisconsin

In Memoriam

Ronald P. Allison (1935-2001)
Assistant Professor of Marketing; B.S., Indiana University; M.B.A., Loyola University; M.A., Notre Dame Seminary; M. Div., Union Theological Seminary/Jesuit School of Theology

Alfred O. Kiefer, Sr. '35 (1918-2002)
Trustee Emeritus, San Antonio, Florida; Class of 1935 – Saint Leo College Preparatory School

Christie D. Vernon (1929-2002)
Professor/Librarian for the Virginia Region; B.A., M.S., University of Oklahoma; Ed.D., Nova University

University Campus Faculty

Leland Tyson Anderson – *Professor of Religion and Philosophy*
B.A., University of Colorado; M.A., Catholic University of America; Ph.D., Temple University

Frank Arnold – *Associate Professor of Public Administration*
B.S., University of Connecticut; M.P.A., Auburn University; D.P.A., Nova University

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Classes also are scheduled at classroom locations near several of these centers.

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Important Info

SAINT LEO UNIVERSITY

